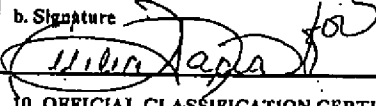
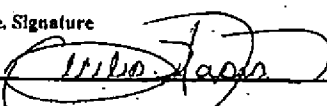



|   |  |  |  |  |                           |
|---|--|--|--|--|---------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |  | 1. DUTY LOCATION<br>Kansas City, KS  |  | 2. POSITION NUMBER<br><b>00066981</b>  |                           |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position   |  |  |  |  |                           |
| b. Title  |  | c. Pay Plan  | d. Series  | e. Grade   | f. CLC                    |
| Official Allocation<br><b>Environmental Engineer</b>  |  | <b>GS</b>  | <b>819</b>   | <b>14</b>  |                           |
| 4. Supervisor's Recommendation  |  | <b>GS</b>  |  |  |                           |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)  |  |  | 6. NAME OF EMPLOYEE<br><b>DOYLE, David</b>   |  |                           |
| 7. ORGANIZATION (Give complete organizational breakdown)  |  |  | c.   |  |                           |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY   |  |  | f.   |  |                           |
| b. Region 7   |  |  | g.   |  |                           |
| c. Office of Policy & Management  |  |  | h. Employing Office Location   |  |                           |
| d. Immediate Office   |  |  | i. Organization Code<br><b>90741100</b>  |  |                           |
| 8. SUPERVISORY STATUS   |  |  |  |  |                           |
| <input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |  |  |  |                           |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |  |  |  |  |                           |
| a. Typed Name and Title of Immediate Supervisor<br><b>Wendy Lubbe</b><br>Wendy Lubbe, Chief, Program Operations & Integration Staff   |  |  | d. Typed Name and Title of Second-Level Supervisor<br><b>Martha Cuppy, ARA for Policy &amp; Management</b> |  |                           |
| b. Signature<br><b>Wendy Lubbe</b>  |  | c. Date<br><b>9/10/10</b>  | e. Signature<br><b>Martha Cuppy</b>  |  | f. Date<br><b>9/10/10</b> |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |  |  |  |  |                           |
| a. Promotion Potential<br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |  |  |  |  |                           |
| b. PSB Risk Designation<br><input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No  |  | c. Financial Disclosure Form<br><input type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required  |  | d. "Identical, Additional" (IA) Allocation This position<br><input type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |                           |
|   |  | e. FLSA Determination<br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive |  | f. Functional Classification Code<br><b>42</b>   |                           |
| g. Bargaining Unit Code<br><b>0029</b>  |  | h. Check, if applicable:<br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties ( ___ % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( )       |  | i. Classifier's Signature<br><b>/s/ TINA PALMERIN</b>  |                           |
|   |  |  |  | j. Date<br><b>11-21-06</b>   |                           |
| 11. REMARKS   |  |  |  |  |                           |

DEPT ID 3600

|   |   |                                     |  |                                |                          |
|---|---|-------------------------------------|--|--------------------------------|--------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |   | 1. DUTY LOCATION<br>Kansas City, KS |  | 2. POSITION NUMBER<br>00001043 |                          |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position<br>OPM PCS 65-819<br>(7530) 4/78  |   |                                     |  |                                |                          |
| b. Title<br>ENVIRONMENTAL ENGINEER  |   | c. Service<br>GS                    | d. Series<br>0819  | e. Grade<br>14                 | f. CLC<br>404            |
| 4. SUPERVISOR'S RECOMMENDATION  |   |                                     |  |                                |                          |
| 5. ORGANIZATIONAL TITLE OF POSITION (If any)  |   |                                     | 6. NAME OF EMPLOYEE<br>David Doyle   |                                |                          |
| 7. ORGANIZATION (give complete organizational breakdown)  |   |                                     |  |                                |                          |
| a. U. S. ENVIRONMENTAL PROTECTION AGENCY  |   |                                     | c.   |                                |                          |
| b. SUPERFUND DIVISION   |   |                                     | f.   |                                |                          |
| c. SUPERFUND TECHNICAL ASSISTANCE & REUSE BRANCH  |   |                                     | g.   |                                |                          |
| d.  |   |                                     | h. EPAYS Organization Code<br>90752003   |                                |                          |
| 8. SUPERVISORY/MANAGERIAL DESIGNATION   |   |                                     |  |                                |                          |
| <input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.<br><input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.<br><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.<br><input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.<br><input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.<br><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position. |   |                                     |  |                                |                          |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |   |                                     |  |                                |                          |
| a. Typed Name and Title of Immediate Supervisor<br>STEVE KOVAC, CHIEF, STAR BRANCH  |   |                                     | d. Typed Name and Title of Second-Level Supervisor<br>CECILIA TAPIA, DIRECTOR, SUPR                          |                                |                          |
| b. Signature<br>   |   | c. Date<br>11/15/06                 | e. Signature<br>         |                                | f. Date<br>11/15/06      |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION   |   |                                     |  |                                |                          |
| a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |   |                                     | b. Fair Labor Standards Act<br><input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt |                                | c. Functional Code<br>42 |
| d. Bargaining Unit Code<br>0029   | e. Check, if applicable:<br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (___ % of time)<br><input type="checkbox"/> This position is subject to random drug testing (___) |                                     | f. Signature<br>         |                                | g. Date<br>11/20/06      |
| 1. REMARKS<br>Incumbency Only. Based on impact of person on position.   |   |                                     |  |                                |                          |

## Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

| Employee Information |                        | Percentage of Time Spent on Extramural Resources Management |  |
|----------------------|------------------------|---|--|
| Name                 | David Doyle            |   | This position has no extramural resources management responsibilities.   |
| Position Number      | 00066981               |   | Total extramural resources management duties occupy less than 25% of time.   |
| Title                | EDU. KX1094A           |   | Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.    |
| Series/Grade         | GS-0819-14             |   | Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description. |
| Organization         | Region 7 / PLMG / POIS |   |  |

When this checklist is used as an amendment to a position description, the following signatures are required:

|                                  |                |      |         |
|----------------------------------|----------------|------|---------|
| Supervisor's Signature           | Wendy Lubbe    | Date | 9/10/10 |
| Personnel Specialist's Signature | Jennifer Bauer | Date | 9.16.10 |

### Part 1. Contracts Management Duties

| Pre-award:   |  | Close-out:  |   |
|--|--|---|---|
| Plans Procurements   |  | Monitors management and performance of delivery orders/work assignments after award |   |
| Estimates Costs  |  | Defines scope of work for work assignments  |   |
| Obtains funding commitments  |  | Approves payment requests of ACH drawdowns  |   |
| Prepares procurement requests  |  | Manages cost-reimbursement contracts  |   |
| Writes statements of work  |  | Reviews invoices  |   |
| Reviews statements of work   |  | Inspects and accepts deliverables   |   |
| Processes unsolicited proposals  |  | Other (list)  |   |
| Responds to pre-award inquiries  |  |   |   |
| Participates in pre-award conferences  |  |   |   |
| Conducts technical evaluation of proposals   |  | Writes reports on contractor performance, costs, and tasks performed                |   |
| Participates in debriefing/protests  |  | Reconciles payments with work performance   |   |
| Other (lists)  |  | Closes-out payments   |   |
|  |  | Performs cost accounting  |   |
| Post-award:  |  | Provides assistance to Contracting Officer in settling claims                       |   |
| Prepares delivery orders   |  | Other (list)  |   |
| Reviews contractor work plans  |  |   |   |
| Reviews contractor progress reports  |  |   |   |
| Monitors government-furnished property   |  | Percentage of Time Spent on Contracts Management                                    |   |
| Monitors cost, management, and overall technical performance of contract after award |  |   | % |

Continued

|  |  |   |
|--|--|---|
| <b>Part 2. Grants/Cooperative Agreements Duties</b>  |  | Advises Grants Management Office of potential problems/issues   |
| <b>Pre-application/Application:</b>  |  | Participates in decisions/actions to ensure   |
| Prepares solicitation for proposals  |  | successful project completion and in decisions to   |
| Identifies potential grantees for area of program emphasis   |  | impose sanctions  |
| Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.) |  | Approves payments requests or ACH drawdowns   |
| Provides administrative information to applicants  |  | Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office |
| Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant                          |  | Negotiates amendments   |
| Assists applicant in resolving issues in application   |  | Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)                                  |
| For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement   |  | When necessary, recommends termination of the agreement   |
| Negotiates level of funding  |  | Resolves with Grants Management Office administrative and financial issues  |
| Conducts site visits to evaluate program capability  |  | Conducts periodic reviews to ensure compliance with agreement   |
| Serves as resource to Selection Panel  |  | Other (list)  |
| Other (list)   |  |   |
| <b>Award:</b>  |  | <b>Close-out:</b>   |
| Prepares funding package, including Decision Memorandum  |  | Certifies deliverables were satisfactory and timely   |
| Obtains concurrences/approvals   |  | Provides assistance to recipients and Grants Management Office to ensure timely close-out                           |
| Reviews/concurs in completed document  |  | Reconciles payment with work performed  |
| Establishes project file   |  | Notifies recipient of close-out requirements  |
| Other (list)   |  | Obtains legal assistance if necessary to resolve incomplete close-out   |
|  |  | If project is audited, responds to issues and ensures recipient complies with audit recommendations                 |
|  |  | Other (list)  |
| <b>Project Management/Administration:</b>  |  | <b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>   |
| Monitors recipient's activities and progress   |  |   |
| Reviews reports and deliverables and notifies recipient of comments  |  |   |
| Provides technical assistance to recipients  |  |   |
|  |  |   |
| <b>Part 3. Interagency Agreements Duties</b>   |  |   |
| <b>Pre-Agreement:</b>  |  | Monitors cost management and overall technical performance  |
| Plans and negotiates work effort   |  | Participates in decisions about project modification/termination  |
| Estimates costs  |  | Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)                            |
| Obtains funding commitments  |  | Inspects and accepts deliverables   |
| Prepares commitment notice   |  | Other (list)  |
| Writes or reviews scope of work  |  |   |
| Responds to pre-agreement inquiries  |  |   |
| Participates in pre-agreement conferences  |  |   |
| Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)  |  | <b>Close-out:</b>   |
| Negotiates and ensures execution of Superfund State Contracts (Superfund only)   |  | Reviews final report  |
| Performs technical evaluation of work plan and budget  |  | Decides on disbursement of equipment  |
| Prepares funding package and obtains necessary concurrences  |  | Reconciles payments with work performed   |
| Other (list)   |  | Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)                                     |
|  |  | Certifies deliverables  |
|  |  | Resolves close-out issues with Grants Management Office/other agency  |
|  |  | Other (list)  |
| <b>Project Management/Administration:</b>  |  | <b>Percentage of Time Spent on Interagency Agreements Management:</b>   |
| Reviews progress reports/financial reports   |  |   |
|  |  |   |



Environmental Engineer  
GS-819-14

Major Duties and Responsibilities

The incumbent serves as a Senior Project Manager for the Region performing professional work involving engineering where a systems approach must be taken in connection with environmental planning, standards setting or approval, and/or enforcement functions. The work involves investigation, analysis, and measurement to protect or improve air, land, or water resources in order to provide a clean and healthful environment. The work performed also involves management or administration of broad environmental programs requiring competence in a variety of programs.

A comprehensive knowledge of the ~~Comprehensive Environmental Response, Compensation & Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Small Business Liability Relief and Brownfields Revitalization Act (Brownfields Act), along with other~~ appropriate federal environmental statutes, regulations and policies is required to advise senior management and develop regional programs and policies to develop, execute, monitor and/or enforce environmental protection programs within the Region. Duties include (1) identifying resources necessary for accomplishing specific goals and objectives by proposing specific methods and approaches, ~~such as for implementation of the Regional Land Revitalization Program;~~ (2) coordinates program activities within the Agency's organizations and other Federal, State and local agencies as well as tribal organizations as appropriate, such as EPA Headquarters, State Environmental and Economic Development Agencies, USDA Rural Development Agency, and City Managers; (3) assesses the appropriateness of program direction and as needed adjusts schedules, milestones and resources in order to accommodate changes in agency priorities and objectives and policy, ~~such as responsible for development and implementation of Region 7 Land Revitalization Program Plan;~~ (4) advises and assists on the development, execution, and monitoring of environmental protection plans, programs, and the development of related extramural resource proposals, ~~such as overseeing one cleanup program activities at sites and advising technical staff on incorporating land revitalization into cleanup plans.~~ The employee is expected to be original and creative in seeking solutions lacking precedent as well as provide technical assistance to Division Directors and the Regional Administrator on controversial, precedent-setting situations.

HUD  
DDT,  
HHS

Other duties include:

Assessing the appropriateness of program direction and as necessary, adjusting schedules, milestones, and resources in order to accommodate agency and regional priorities, objectives and policies. Original and creative thinking is required to seek solutions lacking precedent as well as provide assistance to the Regional Administrator and/or senior management, on controversial, precedent setting situations.

Serving as an expert analyst with a mastery of programs related to Federal, State and local laws

and regulations, documentation and reporting requirements, and lawmaking/rulemaking processes. Resolving technical, program and/or policy problems of major significance to EPA.

Conferring with key officials within and outside of EPA to determine cross-program requirements and to develop solutions to complex project issues acceptable to all parties involved. Represents or negotiates on behalf of agency decisionmakers with expert policy analysts from other Departments in interagency working groups on policy. Represents region in explaining policies to national, state and local representatives.

Conducts specific studies on complex scientific or engineering policy problems for higher level decisionmakers such as Division Director, Regional Administrators, Office Directors or Assistant Administrators. The employee exercises considerable judgement in interpreting and providing analyses on controversial and nationally important subjects.

May lead a team of EPA employees who are assigned to a program or who represent several different programs, on a temporary or permanent basis, or function as a senior advisor to other specialists. Duties may include any or all of the following: assigning and reviewing work on a daily, weekly, or monthly basis; assuring that production and accuracy requirements are met; giving advice, counsel or instructions to employees on work matters; finding ways to improve production or increase quality of work; providing input on performance or participating in interviews for candidates for positions on teams.

#### KNOWLEDGE REQUIRED BY THE POSITION Level 1-8, 1550 Points

Mastery of advanced environmental engineering principles and practices which enables the employee to provide expert knowledge and information to policy makers, other agency representatives, and industry representatives. Mastery of advanced environmental protection standards sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of technical and multi-media program problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major technical or multi-media program issues. The position requires a mastery of applicable environmental statutes, regulations and policies.

~~Mastery of the Comprehensive Environmental Response, Compensation & Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), Small Business Liability Relief and Brownfields Revitalization Act, and other appropriate federal statutes, regulations, policies and implementing guidance.~~

Working knowledge of methods and techniques used to develop standards and regulations and of the reasonableness and acceptability of standards and regulations when challenged in court. Ability to evaluate the limits of present and emerging technologies to determine the long-term research and development needs of EPA.

Ability to develop and interpret guidelines, policies and methods and formulate decisions

regarding necessary actions which include largely undefined issues and elements which ultimately affect the quality of air, land and/or water in Region 7 communities.

Demonstrates skill to foster cooperation and team approaches, motivate and be creative in resolving unprecedented issues.

#### SUPERVISORY CONTROLS

Level 2-5, 650 Points

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The incumbent typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions of the incumbent are accepted as technically sound even though final approval may depend on formal action by high-level management. The incumbent has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific and/or technical developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

#### GUIDELINES

Level 3-5, 650 Points

Guidelines are basic legislative and/or broadly stated agency regulations and/or policy statements. At this level, the incumbent is a recognized technical and program authority in the interpretation of such broad guidelines, and must exercise considerable judgement and ingenuity in interpreting and adapting guidelines that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and program implementation and often serve as precedents for others within our outside the agency.

#### COMPLEXITY

Level 4-5, 325 Points

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies. They typically involve distilling national goals and priorities into regional applications by interpreting and adapting agency-level directives. The employee must be versatile and innovative in adapting, modifying, or making compromises with standard guides and methods to originate new techniques or criteria. The work requires originating innovative techniques, establishing criteria and standards applicable to a wide range of problems and conditions, or developing new concepts or approaches that advance the existing state-of-the-art.

#### SCOPE AND EFFECT

Level 5-5, 325 Points

The purpose of the work is to serve as a technical authority and provide the guidance and leadership necessary to resolve matters which are complex, controversial, or which set general

precedent, or involve delicate coordination or negotiation of major consequence. Efforts affect policy or other decisions, the work of other technical authorities or major aspects of EPA programs. The incumbent serves as an expert advisory and consultant to officials and managers within or outside the agency on a broad range of activities and broad technical, program and policy issues.

PERSONAL CONTACTS Level 6-3, 60 Points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government and communities, private industry, academia, environmental advocacy groups, the media and elected officials.

PURPOSE OF CONTACTS Level 7-4, 220 Points

The purpose of the contacts is to present expert opinions and analyses on complex scientific and policy questions to policy makers, and to participate in conferences, meetings, or presentations involving problems or issues that have regional or national sensitivity or consequence. Such active participation in high-level conferences, negotiations, and meetings involves subject matter experts and /or policymakers to adopt recommended technical approaches and concepts amid substantial disagreement on the best course of action.

PHYSICAL DEMANDS Level 8-1, 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g. walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicles.

WORK ENVIRONMENT Level 9-1, 5 Points

Work is generally performed in an office setting although some field visits may be necessary.

Total Points: 3790  
(3605 - 4050 = GS-14)

**ADDENDUM TO ALL POSITION DESCRIPTIONS IN REGION 7**

**POSITION NUMBER:** \_\_\_\_\_

**MEDICAL MONITORING PROGRAM REQUIREMENTS**

- ☐ This position IS in the medical monitoring program.  
☒ This position IS NOT in the medical monitoring program.

*Regional Safety & Health Officer Concurrence:* \_\_\_\_\_

- ☐ Compliance with EPA Order 3500.1, Inspector Training Program is required.

**DRUG TESTING PROGRAM**

- ☐ This position IS in the drug testing program.  
☒ This position IS NOT in the drug testing program.

*Drug Testing Program Coordinator Concurrence:* \_\_\_\_\_

**BARGAINING UNIT DESIGNATION**

- ☒ Position is included in the ☒ NTEU (0029) ☐ AFGE (0011)  
☐ Position is eligible for inclusion in a BU but currently not covered (7777).  
☐ Position is excluded from the BU (8888).

**EXTRAMURAL RESOURCES MANAGEMENT DUTIES**

- ☐ This position has NO extramural resources management responsibilities.

☒ Total extramural resources management duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of the Extramural Resources Management Duties Checklist.

☐ Total Extramural Resources Management Duties occupy 25% to 50% of time. These duties are indicated in a PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

☐ Total Extramural Resources Management duties occupy more than 50% of time. These duties are indicated in the PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

**PROPERTY MANAGEMENT, PROPERTY ACCOUNTABILITY AND PROPERTY UTILIZATION OF EPA'S REAL AND PERSONAL PROPERTY**

☒ This position has NO property management, property accountability and property utilization of real and/or personal property responsibilities.

☐ This Position is a ☐ Property Management Officer (PMO); ☐ Property Accountability Officer (PAO); ☐ Property Utilization Officer (PUO) and/or ☐ Custodial Officer duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of a Property Management, Property Accountability and Property Utilization Checklist.

- ☐ More than 25% is described in the position description.

Wendy Lubbe  
Supervisor Signature

9/10/10  
Date

(Attached to Original Position Description Form dated 8/09) PD Addendum Form dated 3/10



#W714028

|  |  |   |           |   |        |
|--|--|---|-----------|---|--------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |  | <b>1. DUTY LOCATION</b><br>Lenexa, KS   |           | <b>2. POSITION NUMBER</b>   |        |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position<br>OPM GS Leader Grade Evaluation Guide, HRS-5 6/98; OPM JFS for Professional and Administrative work in the Accounting and Budget Group GS-0500 December 2000   |  |   |           |   |        |
| b. Title   |  | c. Pay Plan   | d. Series | e. Grade  | f. CLC |
| Official Allocation  | Lead Staff Accountant  | GS  | 0510      | 14  |        |
| 4. Supervisor's Recommendation   | Lead Staff Accountant  | GS  | 0510      | 14  |        |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)   |  | 6. NAME OF EMPLOYEE   |           |   |        |
| 7. ORGANIZATION (Give complete organizational breakdown)   |  | c.  |           |   |        |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |  | f.  |           |   |        |
| b. Office of Policy and Management (PLMG)  |  | g.  |           |   |        |
| c. Resources and Financial Management Branch   |  | h. Employing Office Location<br>Lenexa, Kansas  |           |   |        |
| d.   |  | i. Organization Code<br>WOAC0000  |           |   |        |
| 8. SUPERVISORY STATUS  |  |   |           |   |        |
| <input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input checked="" type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |   |           |   |        |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |   |           |   |        |
| a. Typed Name and Title of Immediate Supervisor  |  | d. Typed Name and Title of Second-Level Supervisor  |           |   |        |
| Carla V.F. Kohler, Regional Comptroller  |  | Mike Brincks, Assistant Regional Administrator  |           |   |        |
| b. Signature   | c. Date  | e. Signature  |           | f. Date   |        |
| Carla V.F. Kohler  | 11/26/14   | Mike Brincks  |           | 11/26/14  |        |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |  |   |           |   |        |
| a. Promotion Potential<br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade.  |  |   |           |   |        |
| b. PSB Risk Designation<br><input type="checkbox"/> 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | c. Financial Disclosure Form<br><input checked="" type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required | d. "Identical, Additional" (IA) Allocation This position<br><input type="checkbox"/> may be IA'ed<br><input checked="" type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |           | e. FLSA Determination<br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive |        |
| f. Functional Classification Code<br>00  |  | g. Bargaining Unit Code<br>8888   |           | h. Check, if applicable:<br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (0.00 % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( )                  |        |
| i. Classifier's Signature<br>Amy Williams  |  | j. Date<br>11-28-14   |           |   |        |
| 11. REMARKS  |  |   |           |   |        |



**Lead Staff Accountant**  
**GS-0510-14**

**I. INTRODUCTION:**

The incumbent of this position serves as Financial Management Officer in the Resources and Financial Management Branch, Office of Policy and Management. The incumbent has principal responsibility for all regional financial management, accounting operations and Superfund Cost Recovery, development, analysis, execution, administration and evaluation and work-year usage reporting. This position is located in the Policy and Management Division, Resources and Financial Management Branch, Financial Management Services Team. The position reports directly to the Regional Comptroller.

**II. MAJOR DUTIES AND RESPONSIBILITIES:**

- A. Functions as the Region's senior professional and technical staff expert and team lead on all matters of accounting processes, data management system development and enhancement, payments, collections, and documenting Superfund site costs, travel and payroll. Develops policies and procedures and training materials for accounting operations to include travel/payroll and Superfund cost documentation. Ensures proper accounting for transactions and continued adherence to sound financial management and accounting principles, and compliance with fiscal and Superfund program requirements and regulations. Directs the labor distribution activities. Oversees the processing of corrections and adjustments for reconciliation of the COMPASS with financial documents in order to support cost recovery activities and sound financial principles.
- B. Provides authoritative advice to and serves as centralized liaison for Regional program managers in order to ensure a coordinated, efficient and effective Superfund Cost Recovery process. Provides authoritative interpretation of Agency financial resource, accounting operations and Superfund Cost Recovery policies, regulations, and basic operating guidelines. Selects and applies necessary analytic, statistical and accounting methodologies and techniques in order to best accomplish the financial management goals of the Region.
- C. Responsible for collection and maintenance of Superfund records, including overseeing the creation and maintenance of Superfund site-specific financial files to aid cost recovery, and in collecting and maintaining financial records needed to ensure adherence with sound financial principles. Monitors results of accounting system to assure accuracy, validity, and adherence to accounting system requirements and procedures. Monitors preparation of cost summaries in accordance with the Financial Management Procedures for Documenting Superfund Costs. Assures COMPASS and Superfund files reconciliation and oversight.
- D. Recommends proposed accounting operations and Superfund accounting policies and procedures. Oversees invention and development of instructional materials on new or revised internal accounting operations, procedures, and methods for use within the



- Region. Provides financial management expert witness/subject matter expert services. Directs staff in providing management assistance and performance of accounting system reviews at state and other agencies. Reviews, edits, and approves financial information included in reports intended for external or internal distribution. Develops special analyses and reports required in order to satisfy informational needs of various entities. Interprets and provides advice and assistance on special instructions issued regarding regulations of federal agencies involved in accounting and financial management.
- E. Provides leadership, expert advice, and authoritative interpretation in the area of Agency/Region 7 financial management/accounting and Superfund Cost Recovery policies, regulations, strategies, priorities, and objectives. Participates fully as an advisor to senior management for planning, policy-setting, and decision-making as they relate to financial management, accounting and/or Superfund Cost Recovery issues. Attends formal and informal management session with key Regional and Headquarters official when financial management/accounting and Superfund Cost Recovery issues are involved. Establishes a client-service relationship with all regional management levels and operating staff in order to effectively address applicable questions/needs. Keeps abreast of planned and proposed activities within EPA Headquarters, Region 7, other Regions, and other impacting areas of government in order to integrate pending actions/policies/procedures into current financial management/accounting plans.
- F. Plans, organizes, coordinates, conducts, and evaluates special, complex diversified management studies in the financial, administrative and resource areas. Recommends refinement, alteration or improvement of present management methodologies or applications in order to achieve more efficient work methods and more effective results. Provides directions and guidance to those affected by the study. Cooperates and coordinates assigned activities with the Comptroller, Deputy Assistant Regional Administrator and Assistant Regional Administrator.
- G. Coordinates the design, modification and refinement of Region 7's automated accounting/financial management and Superfund Cost Recovery systems. in order to ensure accurate and reliable input/output data for accounting/financial management decision-making. Provides extensive monitoring of Information Technology applications and reconciliations of processed information.
- H. Oversees the implementation of the Federal Managers Financial Integrity Act (FMFIA) in the Region. Provides training to all divisions and assistance in completing their division/office assurance letters.
- I. Develops, implements, and improves existing and new Superfund systems and accounting operations methods and procedures in support of Superfund cost documentation and finance systems.
- J. Directs and performs statistical analysis, evaluation, interpretation, compilation, and coordination of financial data, in order to respond to specific requests for information



from remedial project officers and on-scene coordinators. Plans for and implements management liaison and direct support activities.

- K. Directs and monitors interest calculations related to costs incurred by the Trust Fund. Develops and maintains interest calculation procedures for consistency with EPA's interest procedures and the requirements for recapturing the Fund expenditures. Provides comments on interest calculation procedures and methodologies proposed by Headquarters.
- L. Responsible for monitoring and directing work of the team who perform financial documentation or analysis or other programs. This includes directing the work and performing financial management system reviews of State agencies to which these responsibilities have been delegated. Provides management assistance to state finance offices including interpreting and providing advice on the application of regulations and finance systems.
- M. Acts as an advisor to Regional Program Managers regarding technical Superfund cost documentation matters and is a fully participating member in Superfund financial management planning and policy actions. Provides professional recommendations and advice and assistance on operating activities in matters involving the propriety of existing or proposed procedures and objectives relating to Superfund.
- N. Performs the following team lead functions: plans and assigns work on the basis of the difficulty of assignments; sets work priorities; reviews work products; sets schedules for the completion of work; provide input on employee performance; provides advice and guidance to employees on work to be done; develops and negotiates performance standards; identifies developmental and training needs of the Team.

### III. EVALUATION FACTORS

#### Factor 1 – Knowledge Required by the Position    Level 1-8    1550 pts

- Knowledge of basic and specialized techniques and procedures necessary for gathering various kinds of information from several different sources about accounting/financial management and Superfund Cost Recovery requirements, sufficient to analyze this information, resolve problems where data is incomplete or contradictory, and select the most valid data for preparing accounting/financial Cost Recovery documents, and maintain accounting/financial management and Superfund Cost Recovery controls for assigned operating programs and Region 7.
- Expert knowledge of professional and statistical accounting, budgeting, economic principles and techniques, resource management tracking concepts and principles and theories of planning and evaluation techniques.
- Extensive analytical experience and substantial knowledge of operating programs, laws, regulations, policies and precedents sufficient to provide expert advice, recommendations, and evaluation techniques.



- Detailed knowledge of EPA financial management/accounting/Superfund Cost Recovery processes and systems, including management of all accounting operations for the Region; internal controls and Chief Financial Officer Act requirements; and the financial quality assurance program for the Region.
- Interpersonal relationship skills, persuasiveness and ability to communicate effectively, e.g., application of the ability to write technical and analytical papers; application of the ability present findings orally.
- Ability to achieve Superfund cost documentation activities for EPA, State, and other Federal agencies for hazardous substance site cleanup activities in a four-state region.

**Factor 2 – Supervisory Controls**

**Level 2-5    650 pts**

Works under the administrative supervision of the Regional Comptroller. Work is reviewed for conformance to policy and overall effectiveness. The incumbent defines the objectives and independently plans, designs, and carries out the work to be done. In reviewing the work, consideration is given to completion of overall resource management program objectives, effect of advice on the overall resource management systems with other programs or systems within the Agency. Incumbent exercises considerable latitude in the conduct of assigned activities with specific actions, approaches and contacts left to the discretion of the incumbent. Recommendations are regarded as authoritative.

**Factor 3 – Guidelines**

**Level 3-5    650 pts**

Administers the operations of the financial management systems as a whole and provides professional guidance to other financial/accounting staff in interpreting the system as a whole and the intent of legislation and broad program objectives. Incumbent develops material and uses judgment and ingenuity in interpreting and explaining the intent of guidelines received from Headquarters and OMB. Prepares professional guidance for use by the finance/accounting staff as well as other organizations in Region 7 and the Agency. The incumbent is recognized as a technical authority in the area of financial management/accounting/Superfund Cost Recovery whose advice and recommendations on financial/accounting/Superfund Cost Recovery matters are widely accepted and relied upon. Plans work to be accomplished by subordinates.

**Factor 4 – Complexity**

**Level 4-5    325 pts**

Applies professional accounting, financial, and analytical skills to examine problems relating to special situations, making resource decisions by application of the theoretical aspects of these professions. Incumbent conducts a continuous review of the financial management/accounting and Superfund Cost Recovery operations for the purpose of ensuring their integrity of the financial management/accounting and Superfund Cost Recovery data throughout the entire process. Establishes and maintains contacts with management officials to keep current with program activities to ascertain managerial needs for financial management/accounting/Superfund Cost Recovery data. Incumbent works with a complex account structure, multi-faceted accounting/financial management/Superfund Cost Recovery processes and is responsible for the interpretation



of the proper application of financial management/accounting events to enable the transactions to flow through the general ledger appropriately. Because of their complexity, solving accounting/financial management/Superfund Cost Recovery issues are difficult and often required ingenious and innovative approaches to effect resolution. Decisions are complicated by the diversity of data which must be considered in the decision-making process.

Plans and organizes Team efforts as well as negotiates recommendations with senior managers, the Comptroller, ARA, Deputy ARA, and DRA. Conflicting requirements, incomplete data and many system changes to CBOR, CDW, COMPASS, and other financial/feeder systems which impact ability to effectively and efficiently monitor accounting events as well as changing/decreasing guidance which makes final decisions extremely complex.

**Factor 5 – Scope and Effect**

**Level 5-5 325 pts**

Provides financial management/accounting/Superfund Cost Recovery advice to all levels of Regional Management including accountants, attorneys, program officials and other subject matter experts. This advice is comprehensive in scope and reflects all facets of financial management/accounting/Superfund Cost Recovery. The work ensures the integrity of financial management/accounting/Superfund Cost Recovery throughout the entire process which is particularly significant in the Superfund Cost Recovery which often ends with a court case/settlement.

Identifies and resolves immediate and long range technical and administrative problems which affect the operation of major programs throughout the Region, and whose resolution may have significant impact on the programs of other Regions and the Agency.

**Factors 6/7 – Personal Contacts/Purpose of Contacts**

**Level 6-3/7-C 180 pts**

Establishes contact with operating and management officials in the Region; other operating personnel; high level federal officials, e.g. in other regions, Headquarters, and other federal agencies; state officials; attorneys; representatives from professional organizations and representative from the Office of Inspector General. Within the Region, the incumbent will be required to interact with coworkers, supervisors, Comptroller, ARA, Deputy ARA, Office of Regional Counsel, Superfund management, other senior management, and the Deputy Regional Administrator on important financial management/accounting and Superfund Cost Recovery issues and concerns. Conversations with other Regional Finance Officers occur to facilitate the sharing of ideas between Regions. Additionally, discussions will be required with high level NPM/Headquarters staff in regard to policy and resource issues.

The purpose of the contacts are to interpret laws, regulations and guidance; to provide guidance in management and execution of the Region's accounting/financial activities; provide information on accounting and financial requirements; to inform contacts of changes in regulatory or programmatic requirements; to negotiate and resolve disputes regarding financial/accounting processes; and to obtain information necessary for managing all accounting operations and Superfund Cost Recovery operations.

# TEAM LEADER CHECK LIST

## Factor 8 – Physical Demands Level 8-1 5 pts

Work is primarily sedentary.

## Factor 9 – Work Environment Level 9-1 5 pts

The work is primarily performed in a typical office setting.



## TEAM LEADER CHECK LIST

Positions covered by this checklist are those that lead a permanent standing team within the same organization. There are other kinds of teams which are not covered by the team leader evaluation guide. They are cross-functional, matrix-managed, or project teams. These kinds of teams have been used in EPA for years and are the same as "workgroups" or "taskforces". This checklist covers two-grade interval positions (5,7,9,11,12,13,14,15).

List all the team members' position titles, series and grades:

Accountant, GS-510-13 Financial Technician, GS-503-09 Financial Technician, GS-503-07  
Accountant, GS-510-12 - 2 Positions Financial Management Specialist, GS-501-12

Do these duties occupy at least 25% of the Team Leader's time?

Yes

Does the team include members who operate with an extraordinary degree of independence from supervision, or are titled supervisory?

No

If so, which positions are they?

Is the Team Leader the same grade level as the remaining team members?

No

Does the Team Leader perform all of the first seven duties listed below and a total of 14 of the 20 duties? Circle the duties performed below. Wherever both A or B descriptions are listed for a duty you must select one.

- ☒ 1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
- ☒ 2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
- ☒ 3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution.
- 4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product

- ☐ A. Workload distribution and adjustments require **little independent judgment** on the part of the team leader. Shifts in workload are discussed and based largely on **team consensus**, with team members actively participating in the **redistribution** of work. Where the team is deadlocked or disagrees on workload shifts, the **supervisor makes decisions**.

OR

- ☒ B. Workload distribution and adjustments require regular exercise of **independent judgement** on the part of the team leader and consideration of relative skill and workload of team members. While workload issues may be discussed in team meetings, the team leader is **responsible for making work assignment decisions, rather than the supervisor**.

- ☒ 5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks.
- ☒ 6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met.
- ☒ 7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members.
- ☒ 8. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.
- ☒ 9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work related information to the supervisor.
- ☒ 10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise.
- ☐ 11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.
  - ☐ A. Reports reflect accomplishments as compared to established work plans. Training needs are based on D s developed with the supervisor.
  - OR
  - ☒ B. Reports on work accomplishments, problems and training needs reflect the team leader's independent judgment based on personal observations as well as work plan data and D s developed b emplo ees.
- ☒ 12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks.
- ☒ 13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives.
- ☒ 14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.
- ☒ 15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).



16. Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management.

- ☐ A. Also approves short-term annual leave requests 1 or 2 days when the impact of the request on the team's ability to meet its deadlines is negligible, referring other requests to the supervisor

OR

- ☒ B. Also approves long term annual leave requests, which require the team leader to exercise independent judgment in assessing their impacts of the request on the team's ability to meet its deadlines.

- ☒ 17. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official.

- ☒ 18. Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards and recognition.

- ☐ 19. Inform employees of available employee benefits, services and work related activities.

20. Intercede with the supervisor on behalf of the team to inform the supervisor of performance and management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.

- ☐ A. Information on performance management issues/problems presented by the team leader is based on objective data such as tracking reports or timely completion of milestones and objectives. Recommendations for reassignments or changes in tour of duty are initiated by team members. Performance appraisal recommendations are based on team members self assessments. Requests for promotions are based on completion of time in grade requirements for positions with known potential.

OR

- ☒ B. Information on performance management issues/problems includes personal observations of the team leader as well as objective data and is presented personally to the supervisor. Recommendations and requests are based on the team leader's independent judgment, rather than reflecting the team's consensus. Team leader is authorized to "initial off" on performance appraisals and hold performance discussions with team members to share feedback from supervisor.



## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

| Employee Information |                       | Percentage of Time Spent on Extramural Resources Management |  |
|----------------------|-----------------------|---|--|
| Name                 | John Phillips         |   | This position has no extramural resources management responsibilities.   |
| Position Number      | PLMG 15-34            | <input checked="" type="checkbox"/>                         | Total extramural resources management duties occupy less than 25% of time.   |
| Title                | Lead Staff Accountant |   | Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.    |
| Series/Grade         | GS-510-14             |   | Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description. |
| Organization         | PLMG-RFMB             |   |  |

**When this checklist is used as an amendment to a position description, the following signatures are required:**

|                        |                           |      |         |
|------------------------|---------------------------|------|---------|
| Supervisor's Signature | <i>For Matt Dyras</i><br> | Date | 4/29/15 |
| Personnel Specialist's |                           | Date |         |

### Part 1. Contracts Management Duties

|   |   |
|---|---|
| <b>Pre-award:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans Procurements</li> <li><input type="checkbox"/> Estimates Costs</li> <li><input type="checkbox"/> Obtains funding commitments</li> <li><input type="checkbox"/> Prepares procurement requests</li> <li><input type="checkbox"/> Writes statements of work</li> <li><input type="checkbox"/> Reviews statements of work</li> <li><input type="checkbox"/> Processes unsolicited proposals</li> <li><input type="checkbox"/> Responds to pre-award inquiries</li> <li><input type="checkbox"/> Participates in pre-award conferences</li> <li><input type="checkbox"/> Conducts technical evaluation of proposals</li> <li><input type="checkbox"/> Participates in debriefing/protests</li> <li><input type="checkbox"/> Other (lists)</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award</li> <li><input checked="" type="checkbox"/> Defines scope of work for work assignments</li> <li><input checked="" type="checkbox"/> Approves payment requests of ACH drawdowns</li> <li><input checked="" type="checkbox"/> Manages cost-reimbursement contracts</li> <li><input checked="" type="checkbox"/> Reviews invoices</li> <li><input checked="" type="checkbox"/> Inspects and accepts deliverables</li> <li><input type="checkbox"/> Other (list)</li> </ul> |
| <b>Post-award:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepares delivery orders</li> <li><input type="checkbox"/> Reviews contractor work plans</li> <li><input type="checkbox"/> Reviews contractor progress reports</li> <li><input type="checkbox"/> Monitors government-furnished property</li> <li><input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award</li> </ul>  | <b>Close-out:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed</li> <li><input type="checkbox"/> Reconciles payments with work performance</li> <li><input type="checkbox"/> Closes-out payments</li> <li><input type="checkbox"/> Performs cost accounting</li> <li><input type="checkbox"/> Provides assistance to Contracting Officer in settling claims</li> <li><input type="checkbox"/> Other (list)</li> </ul>   |
| <b>Percentage of Time Spent on Contracts Management</b>   |   |
| %   |   |

*Continued*



|  |  |   |
|--|--|---|
| <b>Part 2. Grants/Cooperative Agreements Duties</b>  |  | Advises Grants Management Office of potential problems/issues   |
| <b>Pre-application/Application:</b>  |  | Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions      |
| Prepares solicitation for proposals  |  | Approves payments requests or ACH drawdowns   |
| Identifies potential grantees for area of program emphasis   |  | Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office |
| Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.) |  | Negotiates amendments   |
| Provides administrative information to applicants  |  | Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)                                  |
| Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant                          |  | When necessary, recommends termination of the agreement   |
| Assists applicant in resolving issues in application   |  | Resolves with Grants Management Office administrative and financial issues  |
| For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement   |  | Conducts periodic reviews to ensure compliance with agreement   |
| Negotiates level of funding  |  | Other (list)  |
| Conducts site visits to evaluate program capability  |  | <b>Close-out:</b>   |
| Serves as resource to Selection Panel  |  | Certifies deliverables were satisfactory and timely   |
| Informs applicants of funding decisions  |  | Provides assistance to recipients and Grants Management Office to ensure timely close-out                           |
| Other (list)   |  | Reconciles payment with work performed  |
| <b>Award:</b>  |  | Notifies recipient of close-out requirements  |
| Prepares funding package, including Decision Memorandum  |  | Obtains legal assistance if necessary to resolve incomplete close-out   |
| Obtains concurrences/approvals   |  | If project is audited, responds to issues and ensures recipient complies with audit recommendations                 |
| Reviews/concurs in completed document  |  | Other (list)  |
| Establishes project file   |  | <b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>   |
| Other (list)   |  | 5 %   |
| <b>Project Management/Administration:</b>  |  |   |
| Monitors recipient's activities and progress   |  |   |
| Reviews reports and deliverables and notifies recipient of comments  |  |   |
| Provides technical assistance to recipients  |  |   |
| <b>Part 3. Interagency Agreements Duties</b>   |  |   |
| <b>Pre-Agreement:</b>  |  | Monitors cost management and overall technical performance  |
| Plans and negotiates work effort   |  | Participates in decisions about project modification/termination  |
| Estimates costs  |  | Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)                            |
| Obtains funding commitments  |  | Inspects and accepts deliverables   |
| Prepares commitment notice   |  | Other (list)  |
| Writes or reviews scope of work  |  | <b>Close-out:</b>   |
| Responds to pre-agreement inquiries  |  | Reviews final report  |
| Participates in pre-agreement conferences  |  | Decides on disbursement of equipment  |
| Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)  |  | Reconciles payments with work performed   |
| Negotiates and ensures execution of Superfund State Contracts (Superfund only)   |  | Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)                                     |
| Performs technical evaluation of work plan and budget  |  | Certifies deliverables  |
| Prepares funding package and obtains necessary concurrences  |  | Resolves close-out issues with Grants Management Office/other agency  |
| Other (list)   |  | Other (list)  |
| <b>Project Management/Administration:</b>  |  |   |
| Reviews progress reports/financial reports   |  | <b>Percentage of Time Spent on Interagency Agreements Management:</b>   |
|  |  | 0 %   |



| United States Environmental Protection Agency<br>POSITION DESCRIPTION COVERSHEET   |   | 1. DUTY LOCATION<br>Kansas City, Kansas   |  | 2. POSITION NUMBER<br>73238 91309       |                   |
|--|---|---|--|---|-------------------|
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position<br>Accounting & Budget Group, GS-0500 12/00, INTRC TO PCS TS-134 2/95, TS-107 8.9i, REV 8.09.  |   |   |  |   |                   |
| b. Title<br>LEAD BUDGET OFFICER  |   | c. Pay Plan<br>GS   | d. Series<br>0560  | e. Grade<br>14                          | f. CLC            |
| 4. Supervisor's Recommendation<br>Budget Analyst (leader)  | GS  |   | 0560   | 14                                      |                   |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)<br>BUDGET OFFICER   |   | 6. NAME OF EMPLOYEE<br>WENDY S KLINKER  |  |   |                   |
| 7. ORGANIZATION (Give complete organizational breakdown)   |   | e.  |  |   |                   |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY Region 7   |   | f.  |  |   |                   |
| b. Office of Policy and Management   |   | g.  |  |   |                   |
| c. Resources and Financial Management  |   | h. Employing Office Location<br>Kansas City, Kansas CINCINNATI, OH  |  |   |                   |
| d. Planning, Budget & Analysis   |   | i. Organization Code<br>90743200  |  |   |                   |
| 8. SUPERVISORY STATUS  |   |   |  |   |                   |
| <input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input checked="" type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |   |   |  |   |                   |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |   |   |  |   |                   |
| a. Typed Name and Title of Immediate Supervisor<br>Carla V.F. Kohler, Regional Comptroller   |   | d. Typed Name and Title of Second-Level Supervisor<br>Michael Brincks, Associate Regional Administrator   |  |   |                   |
| b. Signature<br>Carla V.F. Kohler  | c. Date   | e. Signature<br>Michael Brincks   |  | f. Date<br>1-12-11                      |                   |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards  |   |   |  |   |                   |
| a. Promotion Potential<br><input checked="" type="checkbox"/> This position has no promotion potential<br><input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |   |   |  |   |                   |
| b. PSB Risk Designation<br><input type="checkbox"/> 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No  | c. Financial Disclosure Form<br><input checked="" type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required  | d. "Identical, Additional" (IA) Allocation This position<br><input type="checkbox"/> may be IA'd<br><input checked="" type="checkbox"/> may not be IA'd<br><input type="checkbox"/> is limited to current incumbent | e. FLSA Determination<br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input checked="" type="checkbox"/> Administrative<br><input type="checkbox"/> Professional <input type="checkbox"/> Executive | f. Functional Classification Code<br>00 |                   |
| g. Bargaining Unit Code<br>8888  | h. Check, if applicable:<br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (___ % of time)<br><input type="checkbox"/> This position is subject to random drug testing (___) |   | i. Classifier's Signature<br>Jennifer Brincks  |   | j. Date<br>2.8.12 |
| 11. REMARKS  |   |   |  |   |                   |

**LEAD Budget Officer**  
**GS-560-14**

**I. Introduction**

The incumbent of this position serves as Budget Officer in the Resources and Financial Management Branch, Office of Policy and Management. The incumbent has principal responsibility for all regional budget planning, development, analysis, execution, administration and evaluation and work-year usage reporting. Ensures that the necessary funds are available to cover estimated on-board personnel strength and operating expenditures for the Region. Provides authoritative advice to and serves as centralized liaison for Regional program managers in order to ensure a coordinated, efficient and effective budget planning and reporting system. These submissions serve as the basis and justification for short and long-term budget planning appropriation authorizations and allocations. Provides authoritative interpretation of Agency financial resource policy, regulations, and basic operating guidelines, including impact upon general program direction, objectives and priorities. Selects and applies necessary analytic, statistical and budgeting methodologies and techniques in order to best accomplish the resource goals of the Region.

**II. Major Duties and Responsibilities**

- A. Responsible for coordinating the development of Region 7's internal resource operating plan. This process involves determining the specific account number assignments by individual, program element, and organization in order to ensure that allocated FTEs properly reflect actual work assignments to the fullest extent possible. It also involves determining the specific PC&B costs by individual, program element, and organization in order to ensure that allocated dollars properly reflect actual salary and benefit needs of those assigned, on board people. In addition, the plan must accurately account for all essential operating capital needs of the Region which are managed centrally within the Resources and Financial Management Branch, as well as the development, recommendation and presentation to senior staff of proposed travel and discretionary dollar budgets for distribution to divisions/offices in accordance with Region 7 policy and program priorities.
- B. Responsible for coordinating the monitoring of FTE and dollar budget utilization at all levels of organization in order to ensure that resources are managed in accordance with budget and work-year ceiling restrictions, reasonable expenditure/utilization patterns, and established Headquarters/Region 7 policy and program priorities. This centralization allows all current/proposed programs and projects to be assessed in terms of projection resource impacts upon the Region. Recommendations/presentations are made to senior management regarding new hire authority, attrition levels, redirection of budgeted FTEs/dollars, and formal reprogrammings through Headquarters. This requires the development and /or modification of appropriate ADP and/or manual tracking systems to ensure the most efficient and effective utilization management of resources.

- C. Provides leadership, expert advice, and authoritative interpretation in the area of Agency/Region 7 resource policy, regulations, strategies, priorities, and objectives, including impact upon operating programs. Is a fully participating advisor to senior management for planning, policy-setting, and decision-making as they relate to financial resource management. Attends formal and informal management sessions with key Regional and Headquarters officials when resource management issues are involved. Establishes a client-service relationship with all regional management levels and operating staff in order to effectively address resource questions/needs. Keeps abreast of planned and proposed activities within EPA Headquarters, Region 7, other Regions, and other impacting areas of government in order to integrate pending actions/policies/procedures into current resource plans.
- D. Plans, organizes, coordinates, conducts, and evaluates special, complex diversified management studies in the financial, administrative and resource areas. Recommends refinement, alteration or improvement of present management methodologies or applications in order to achieve more efficient work methods and more effective results. Provides directions and guidance to those affected by the study. Cooperates and coordinates assigned activities with the Comptroller, DARA and ARA.
- E. Responsible for coordinating the design, modification and refinement of Region 7's automated resource management systems from the perspective of the principal user, including interface with Headquarters' systems in order to ensure accurate and reliable input/output data for resource decision-making. Requires extensive monitoring of ADP applications and reconciliation of processed information.
- F. Responsible for overseeing the implantation of the Management Integrity Program in the Region. This includes ensuring that the Annual Assurance Letter is completed on time, contains all required information, and is based upon a verifiable review of the controls each organization has in place to assure against waste, fraud, abuse and mismanagement.

**Factor I – Knowledge Required by the Position**

- Knowledge of basic and specialized techniques and procedures necessary for gathering various kinds of information from several different sources about staffing and dollar requirements, analyzing this information, resolving problems where data is incomplete or contradictory, and selecting the most valid data for preparing budget estimates, writing narrative justifications and maintaining budgetary controls for assigned operating programs.

- Expert knowledge of professional and statistical accounting, budgeting, economic principles and techniques, resource management tracking concepts and principles and theories of planning and evaluation techniques.
- Extensive analytical experience and substantial knowledge of operating programs, laws, regulations, policies and precedents are necessary in order to provide expert advice, recommendations, and evaluation techniques.
- Detailed knowledge of the principles and objectives of government budget administration.
- Detailed knowledge of EPA budgeting processes and systems, including management of staff-year allocations; controls of employment through full-time equivalent and end-of-year ceiling allocations; multi-appropriation funding of programs; and major inter-agency funding through non-expenditure transfers and reimbursements.
- Comprehensive knowledge of the functions and objectives of operating programs and activities for which budgetary work is performed; and of overall fiscal policy and political environment within which program and resource decisions are made.
- Knowledge of non-assigned operating programs. General knowledge of the computerized payroll, personnel, and accounting systems.
- Detailed knowledge of analytical techniques and a high degree of judgment and understanding of the financial information needs of Region 7 management.
- Ability to prepare staffing and financial instructions, briefing materials, training materials, financial analyses and reports.
- Ability to complete assignments under tight deadline pressures, keep work current on numerous projects at the same time and switch assignments suddenly as work priorities change.
- Interpersonal relationship skills, persuasiveness and ability to communicate effectively, e.g., application of the ability to write technical and analytical papers; application of the ability to present findings orally.
- Skill to provide comprehensive and authoritative interpretation of Agency resource policies, regulations, and basic operating guidelines, including general program direction, objectives and priorities.
- Incumbent must have familiarity of ADP concepts, principles, and computer languages for development and maintenance of automated computer systems.



**Factor 2 – Supervisory Controls**

Incumbent works under the general supervision of the Regional Comptroller. Work is reviewed for conformance to policy and overall effectiveness. The incumbent defines the objectives and independently plans, designs, and carries out the work to be done. In reviewing the work, consideration is given to completion of overall resource management program objectives, effect of advice on the overall resource management systems with other programs or systems within the Agency. Incumbent exercises considerable latitude in the conduct of assigned activities with specific actions, approaches, and contacts left to the discretion of the incumbent. Recommendations are regarded as authoritative.

**Factor 3 – Guidelines**

Incumbent administers the operations of the resource management systems as a whole and provides professional guidance to other budget staff in interpreting the system as a whole and the intent of legislation and broad program objectives. Incumbent develops material and uses judgment and ingenuity in interpreting and explaining the intent of guidelines received from Headquarters and OMB. Prepares professional guidance for use by the budget staff as well as other organizations in Region 7 and the Agency. The incumbent is recognized as a technical authority in the area of resource management whose advice and recommendations on budget matters are widely accepted and relied upon.

**Factor 4 – Complexity**

Incumbent applies professional accounting, financial, and analytical skills to examine problems relating to special situations, making resource decisions by application of the theoretical aspects of these professions. Incumbent conducts a continuous review of the budget operation for the purpose of ensuring their integrity of the budget data throughout the account structure. Establishes and maintains contacts with management officials to keep current with program activities to ascertain managerial needs for budget data, to ensure that those needs are met so far as possible (for example, preparing regular and specific purpose reports, as needed), and to encourage greater use of budget data in the management processes. Incumbent works with a complex account structure, and is responsible for the interpretation of the proper usage of funds within that structure. Because of its complexity, solving budget problems is difficult and often requires ingenious and innovation approaches to effect resolution. Decisions are complicated by the diversity of data which must be considered in the decision-making process. Participates in discussions and work groups, provides information and advice on procedures and operating techniques to meet program plans, and where appropriate, prepares or directs the preparation of written reports, and analytical comments on suggestions and ideas.

**Factor 5 – Scope and Effect**

The incumbent provides resource management advice to all levels of Regional Management including budget analysts, program officials and other specialists. This advice is comprehensive in scope

and reflects all facets of resource management. The work ensures that integrity of budget data throughout the account structure and that the needs of the budget analysts, program officials and other specialists are met so far as feasible, and to encourage greater use of budget data in the management processes. The incumbent identifies and resolves immediate and long range technical and administrative problems which affect the operation of major programs throughout the Region, and whose resolution may have significant impact on the programs of other Regions and the Agency.

**Factor 6 – Personal Contacts**

Establishes contact with operating and management officials in the Region; other operating personnel; high level federal officials, e.g., in other regions, Headquarters, and other federal agencies; state officials; attorneys; representatives from professional organizations, and representatives from the Office of Inspector General.

**Factor 7 – Purpose of Contacts**

To keep current with program activities, to ascertain managerial needs for budget data, to ensure that those needs are met, and to encourage greater use of budget data in the management processes. To provide information and advice on procedures and operating techniques to meet program plans; resolve problems and controversial issues; plan, coordinate, or conduct budget assignments; provide overall direction to budget programs; develop standards and guides for complex programs or activities, and prepare or direct the preparation of written reports, and analytical comments on suggestions and ideas. Also, continuously conducts review of the budget operation to promote operating accuracy and effectiveness.

**Factor 8 – Physical Demands**

The work is mostly sedentary. Travel may be necessary to attend meetings.

**Factor 9 – Work Environment**

The work is performed in an office setting.

LEAD BUDGET OFFICER

~~Budget Analyst (Leader)~~

**ADDENDUM TO ALL POSITION DESCRIPTIONS IN REGION 7**

POSITION NUMBER: 71309

**MEDICAL MONITORING PROGRAM REQUIREMENTS**

- ☐ This position IS in the medical monitoring program.  
☒ This position IS NOT in the medical monitoring program.

*Regional Safety & Health Officer Concurrence:* \_\_\_\_\_

- ☐ Compliance with EPA Order 3500.1, Inspector Training Program is required.

**DRUG TESTING PROGRAM**

- ☐ This position IS in the drug testing program.  
☒ This position IS NOT in the drug testing program.

*Drug Testing Program Coordinator Concurrence:* \_\_\_\_\_

**BARGAINING UNIT DESIGNATION**

- ☐ Position is included in the ☐ NTEU (0029) ☐ AFGE (0011)  
☐ Position is eligible for inclusion in a BU but currently not covered (7777).  
☒ Position is excluded from the BU (8888).

**EXTRAMURAL RESOURCES MANAGEMENT DUTIES**

- ☒ This position has NO extramural resources management responsibilities.

☐ Total extramural resources management duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of the Extramural Resources Management Duties Checklist.

☐ Total Extramural Resources Management Duties occupy 25% to 50% of time. These duties are indicated in a PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

☐ Total Extramural Resources Management duties occupy more than 50% of time. These duties are indicated in the PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

**PROPERTY MANAGEMENT, PROPERTY ACCOUNTABILITY AND PROPERTY UTILIZATION OF EPA'S REAL AND PERSONAL PROPERTY**

- ☒ This position has NO property management, property accountability and property utilization of real and/or personal property responsibilities.

☐ This Position is a ☐ Property Management Officer (PMO); ☐ Property Accountability Officer (PAO); ☐ Property Utilization Officer (PUO) and/or ☐ Custodial Officer duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of a Property Management, Property Accountability and Property Utilization Checklist.

- ☒ More than 25% is described in the position description.

Carla V. Kohler \_\_\_\_\_  
Supervisor Signature Date 11/10/12

(Attached to Original Position Description Form dated 8/09) PD Addendum Form dated 3/10



## Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

| Employee Information |                     | Percentage of Time Spent on Extramural Resources Management |  |
|----------------------|---------------------|---|--|
| Name                 |                     |   | This position has no extramural resources management responsibilities.   |
| Position Number      |                     |   | Total extramural resources management duties occupy less than 25% of time.   |
| Title                | LEAD BUDGET OFFICER |   | Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.    |
| Series/Grade         | GS-560-14           |   | Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description. |
| Organization         |                     |   |  |

|   |                 |      |           |
|---|-----------------|------|-----------|
| When this checklist is used as an amendment to a position description, the following signatures are required: |                 |      |           |
| Supervisor's Signature  | Carla V. Kahler | Date |           |
| Personnel Specialist's  | Judy Bonk       | Date | 5-21-2012 |

|  |  |   |   |
|--|--|---|---|
| <b>Part 1. Contracts Management Duties</b>   |  |   |   |
| <b>Pre-award:</b>  |  |   |   |
| Plans Procurements   |  |   | Monitors management and performance of delivery orders/work assignments after award |
| Estimates Costs  |  |   | Defines scope of work for work assignments  |
| Obtains funding commitments  |  |   | Approves payment requests of ACH drawdowns  |
| Prepares procurement requests  |  |   | Manages cost-reimbursement contracts  |
| Writes statements of work  |  |   | Reviews invoices  |
| Reviews statements of work   |  |   | Inspects and accepts deliverables   |
| Processes unsolicited proposals  |  |   | Other (list)  |
| Responds to pre-award inquiries  |  |   |   |
| Participates in pre-award conferences  |  |   |   |
| Conducts technical evaluation of proposals   |  |   | <b>Close-out:</b>   |
| Participates in debriefing/protests  |  |   | Writes reports on contractor performance, costs, and tasks performed                |
| Other (lists)  |  |   | Reconciles payments with work performance   |
|  |  |   | Closes-out payments   |
|  |  |   | Performs cost accounting  |
| <b>Post-award:</b>   |  |   |   |
| Prepares delivery orders   |  |   | Provides assistance to Contracting Officer in settling claims                       |
| Reviews contractor work plans  |  |   | Other (list)  |
| Reviews contractor progress reports  |  |   |   |
| Monitors government-furnished property   |  | <b>Percentage of Time Spent on Contracts Management</b> |   |
| Monitors cost, management, and overall technical performance of contract after award |  | 0   | %   |

Continued

## Part 2. Grants/Cooperative Agreements Duties

### Pre-application/Application:

Prepares solicitation for proposals  
Identifies potential grantees for area of program emphasis  
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)  
Provides administrative information to applicants  
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant

Assists applicant in resolving issues in application  
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement  
Negotiates level of funding  
Conducts site visits to evaluate program capability  
Serves as resource to Selection Panel  
Informs applicants of funding decisions  
Other (list)

### Award:

Prepares funding package, including Decision Memorandum  
Obtains concurrences/approvals  
Reviews/concurs in completed document  
Establishes project file  
Other (list)

### Project Management/Administration:

Monitors recipient's activities and progress  
Reviews reports and deliverables and notifies recipient of comments  
Provides technical assistance to recipients

Advises Grants Management Office of potential problems/issues

Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions  
Approves payments requests or ACH drawdowns  
Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office  
Negotiates amendments  
Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)  
When necessary, recommends termination of the agreement

Resolves with Grants Management Office administrative and financial issues  
Conducts periodic reviews to ensure compliance with agreement  
Other (list)

### Close-out:

Certifies deliverables were satisfactory and timely  
Provides assistance to recipients and Grants Management Office to ensure timely close-out  
Reconciles payment with work performed  
Notifies recipient of close-out requirements  
Obtains legal assistance if necessary to resolve incomplete close-out  
If project is audited, responds to issues and ensures recipient complies with audit recommendations  
Other (list)

### Percentage of Time Spent on Grants/Cooperative Agreements Management

0 %

## Part 3. Interagency Agreements Duties

### Pre-Agreement:

Plans and negotiates work effort  
Estimates costs  
Obtains funding commitments  
Prepares commitment notice  
Writes or reviews scope of work  
Responds to pre-agreement inquiries  
Participates in pre-agreement conferences  
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)  
Negotiates and ensures execution of Superfund State Contracts (Superfund only)  
Performs technical evaluation of work plan and budget  
Prepares funding package and obtains necessary concurrences  
Other (list)

Monitors cost management and overall technical performance  
Participates in decisions about project modification/termination  
Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)  
Inspects and accepts deliverables  
Other (list)

### Close-out:

Reviews final report  
Decides on disbursement of equipment  
Reconciles payments with work performed  
Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)  
Certifies deliverables  
Resolves close-out issues with Grants Management Office/other agency  
Other (list)

### Project Management/Administration:

Reviews progress reports/financial reports

### Percentage of Time Spent on Interagency Agreements Management:

0 %



## TEAM LEADER CHECK LIST

Positions covered by this checklist are those that lead a permanent standing team within the same organization. There are other kinds of teams which are not covered by the team leader evaluation guide. They are cross-functional, matrix-managed, or project teams. These kinds of teams have been used in EPA for years and are the same as "workgroups" or "taskforces". This checklist covers two-grade interval positions (5,7,9,11,12,13,14,15).

List all the team members' position titles, series and grades:

Student Trainee Accounting (SCEP), GS-0599-04  
Budget Analyst, GS-0560-12  
Financial Management Specialist, GS-0501-13 - 2 POSITIONS (1 VACANT)

Do these duties occupy at least 25% of the Team Leader's time?

Yes

Does the team include members who operate with an extraordinary degree of independence from supervision, or are titled supervisory?

No

If so, which positions are they?

Is the Team Leader the same grade level as the remaining team members?

No

Does the Team Leader perform all of the first seven duties listed below and a total of 14 of the 20 duties? Circle the duties performed below. Wherever both A or B descriptions are listed for a duty you must select one.

- ☒ 1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
- ☒ 2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
- ☒ 3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution.
- 4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product
  - A. Workload distribution and adjustments require little independent judgment on the part of the team leader. Shifts in workload are discussed and based largely on team consensus, with team members actively participating in the redistribution of work. Where the team is deadlocked or disagrees on workload shifts, the supervisor makes decisions.
  - OR
  - ☒ B. Workload distribution and adjustments require regular exercise of independent judgement on the part of the team leader and consideration of relative skill and workload of team members. While workload issues may be discussed in team meetings, the team leader is responsible for making work assignment decisions, rather than the supervisor.

- 5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks.
- 6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met.
- 7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members.
- 8. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.
- 9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work related information to the supervisor.
- 10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise.
- 11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.

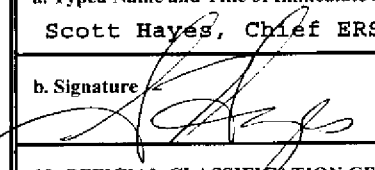
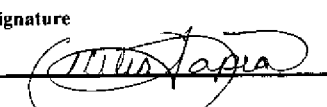
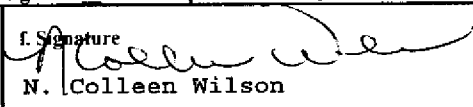
A. Reports reflect accomplishments as compared to established work plans. Training needs are based on IDPs developed with the supervisor.

OR

B. Reports on work accomplishments, problems and training needs reflect the team leader's independent judgment based on personal observations as well as work plan data and IDPs developed by employees.

- 12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks.
- 13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives.
- 14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.
- 15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).

DEPT ID 5166

|  |  |  |   |                                |                          |
|--|--|--|---|--------------------------------|--------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |  | 1. DUTY LOCATION<br>Kansas City, Kansas                    |   | 2. POSITION NUMBER<br>00059778 |                          |
| 3. CLASSIFICATION ACTION<br>OPM GS Leader GEG (4/98)<br>OPM PCS GS-819 (TS-30) 4/78 EPA PMM 511-60 (10/86) PMM 511-15 (5/78)   |  |  |   |                                |                          |
| a. Reference of Series and Date of Standards Used to Classify this Position  |  | b. Title<br>Lead Environmental Engineer (OSC) (Leader/OSC) |   | c. Service<br>GS               | d. Series<br>0819        |
| e. Grade<br>14   |  | f. CLC<br>404  |   |                                |                          |
| 4. SUPERVISOR'S RECOMMENDATION<br>OSC Code: "O"  |  | 3/14/14  |   |                                |                          |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)<br>Team Leader/On-Scene Coordinator   |  |  | 6. NAME OF EMPLOYEE<br>Paul Doherty   |                                |                          |
| 7. ORGANIZATION (give complete organizational breakdown)   |  |  |   |                                |                          |
| a. U. S. ENVIRONMENTAL PROTECTION AGENCY   |  |  | e.  |                                |                          |
| b. Superfund Division  |  |  | f.  |                                |                          |
| c. Emergency Response & Removal South Branch   |  |  | g.  |                                |                          |
| d. Planning and Preparedness South Section   |  |  | h. EPAYS Organization Code 90757200   |                                |                          |
| 8. SUPERVISORY/MANAGERIAL DESIGNATION  |  |  |   |                                |                          |
| <input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.   |  |  |   |                                |                          |
| <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.  |  |  |   |                                |                          |
| <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.   |  |  |   |                                |                          |
| <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. |  |  |   |                                |                          |
| <input checked="" type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.   |  |  |   |                                |                          |
| <input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.   |  |  |   |                                |                          |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |  |   |                                |                          |
| a. Typed Name and Title of Immediate Supervisor<br>Scott Hayes, Chief ERSB   |  |  | d. Typed Name and Title of Second-Level Supervisor<br>Cecilia Tapia, Superfund Director                                   |                                |                          |
| b. Signature<br>   |  | c. Date<br>11/24/08  | e. Signature<br>                      |                                | f. Date<br>11/24/08      |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION  |  |  |   |                                |                          |
| a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:  |  |  | b. Fair Labor Standards Act<br><input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt              |                                | c. Functional Code<br>42 |
| d. Bargaining Unit Code<br>0029  | e. Check, if applicable:<br><input checked="" type="checkbox"/> Medical Monitoring Required<br><input checked="" type="checkbox"/> Extramural Resources Management Duties (___ % of time)<br><input checked="" type="checkbox"/> This position is subject to random drug testing ( ) |  | f. Signature<br><br>N. Colleen Wilson |                                | g. Date<br>12/5/08       |
| 11. REMARKS Classification based on impact of the person on the position. Position will revert to a GS-13 when vacated. Incumbency Only.   |  |  |   |                                |                          |



# EXTRAMURAL RESOURCES MANAGEMENT DUTIES CHECKLIST

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring LESS than 25% of time on these duties.

## EMPLOYEE INFORMATION

Name: Paul Doherty  
 Position Number: 00659778  
 Series/Grade: OSC 650819/14  
 Organization: SUPP/ERSB

## Percentage of Time Spent on Extramural Resources Management

- ☐ This position has no extramural resources management responsibilities.
- ☒ Total extramural resources management duties occupy less than 25% of the time.
- ☐ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- ☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature: [Signature]

Date: 11/26/07

Human Resources Specialist's Signature: [Signature]

Date: 11/21/08

## Part 1. Contracts Management Duties

### Pre-award:

- ☒ Plans procurements
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☒ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list)

### Post-award:

- ☒ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☒ Monitors government-furnished property
- ☒ Monitors costs, management, and overall technical performance of contract after award
- ☒ Monitors management and performance of delivery orders/work assignments after award

- ☒ Defines scope of work for work assignments
- ☐ Approves payment, requests or ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes out payments
- ☐ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

PERCENTAGE OF TIME SPENT ON CONTRACT MANAGEMENT:

20 %

### Grants/Cooperative Agreements Duties

#### Pre-application/Application:

- ☒ Prepares solicitation for proposals
- ☒ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.
- ☐ Provides administrative information to applicants.
- ☒ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant.
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☒ Conducts site visits to evaluate program capability
- ☒ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

#### Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Established project file
- ☐ Other (list)

#### Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients
- ☒ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions.
- ☐ Approves payments requests or ACH drawdowns
- ☒ Reviews request for modifications, additional funding, etc. and makes recommendations to Grants Management Office.
- ☒ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement.
- ☐ Resolves with Grants Management Office administrative and financial issues.
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

#### Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☒ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spend on Grants/Cooperative Agreements Management: 45 %

### Part 3. Interagency Agreements Duties

#### Pre-Agreement:

- ☒ Plans and negotiates work effort
- ☒ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☒ Writes or reviews scope of work
- ☒ Responds to pre-agreement inquiries
- ☒ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund Only)
- ☒ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

#### Project Management/Administration:


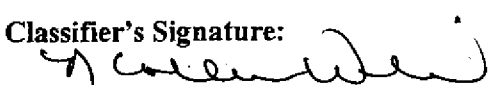
- ☒ Reviews progress reports/financial reports
- ☒ Monitors cost management and overall technical performance
- ☒ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund Only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

#### Close-out:

- ☒ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund Only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management office/other agency
- ☐ Other (list)

Time Spent on Interagency Agreements Management: 45 %

Doherty

| TEAM LEADER POSITION DESCRIPTION AMENDMENT   |   |
|--|---|
| Position Title, Series and Grade:<br>ENV Eng / leader  |   |
| Supervisor's Signature:<br> | Classifier's Signature:<br> |

Mark the Team Leader duties that apply to the position being evaluated. Duties 4, 11, 16 and 20 should be carefully evaluated, considering whether the position should be included or excluded from the bargaining unit. At a minimum, Team leaders perform all of the first seven (7\*) coaching, facilitating and mentoring duties and a total of fourteen (14) of the twenty (20) duties listed below. Attach supporting documentation as necessary.

- ☒ \*1. Ensure that the organization's strategic plan, mission, vision, and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services;
- ☒ \*2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion;
- ☒ \*3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution;
- ☒ \*4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product;

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Add the following language to <b>include</b> in the bargaining unit  | <input type="checkbox"/> Add the following language to <b>exclude</b> from the bargaining unit  |
| Workload distribution and adjustments require little independent judgment on the part of the team leader. Shifts in work-load are discussed and based largely on team consensus, with team members actively participating in the redistribution of work. Where the team is deadlocked or disagrees on workload shifts, the supervisor makes decisions. | Workload distribution and adjustments require regular exercise of independent judgment on the part of the team leader and consideration of relative skill and workload of team members. While workload issues may be discussed in team meetings, the team leader is responsible for making work assignment decisions, rather than the supervisor. |

- ☒ \*5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks;
- ☒ \*6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met;



- ☒ \*7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members;
- ☒ 8. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.;
- ☒ 9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work-related information to the supervisor;
- ☒ 10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from supervisor on major work problems and issues that arise;
- ☒ 11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs;

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Add the following language to <i>include in</i> the bargaining unit   | <input type="checkbox"/> Add the following language to <i>exclude from</i> the bargaining unit  |
| Reports reflect accomplishments as compared to established work plans. Training needs are based on Individual Development Plans (IDPs) developed with the supervisor. | Reports on work accomplishments, problems and training needs reflect the team leader's independent judgment based on personal observations as well as work plan data and IDPs developed by employees. |

- ☒ 12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks;
- ☒ 13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives;
- ☒ 14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products;
- ☒ 15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures);

- ☒ 16. Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management;

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Add the following language to <i>include in</i> the bargaining unit  | <input type="checkbox"/> Add the following language to <i>exclude from</i> the bargaining unit   |
| Also approves short-term annual leave requests (1 or 2 days) when the impact of the request on the team's ability to meet its deadlines is negligible, referring other requests to the supervisor. | Also approves long-term annual leave requests, which require the team leader to exercise independent judgment in assessing the impacts of the request on the team's ability to meet its deadlines. |

- ☒ 17. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official.
- ☒ 18. Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards, rewards and recognition;
- ☒ 19. Inform employees of available employee benefits, services and work related activities.
- ☒ 20. Intercede with the supervisor on behalf of the team to inform the supervisor of performance management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Add the following language to <i>include in</i> the bargaining unit   | <input type="checkbox"/> Add the following language to <i>exclude from</i> the bargaining unit  |
| Information on performance management issues/problems presented by the team leader is based on objective data such as tracking reports or timely completion of milestones and objectives. Recommendations for reassignments, changes in tour of duty are initiated by team members. | Information on performance management issues/problems includes personal observations of team leaders as well as objective data and is presented personally to the supervisor. Recommendations and requests are based on the team leader's independent judgment, rather than reflecting the team's consensus. Team leader is authorized to "initial off" on performance appraisals and hold performance discussions with team members to share feedback from supervisor. |

NOTE: All bargaining unit status questions should be referred to the Region 7 Labor Relations Officer in the Human Resources and Organization Branch.

**Life Scientist/Environmental Engineer/Environmental Scientist**  
(On-Scene Coordinator)  
GS-401/819/1301-14

**I. INTRODUCTION**

*South 10*

This position is located in the Emergency Response & Removal Branch. Incumbent serves as an Team Leader/On-Scene Coordinator responsible for responding to threats to public health and/or the environment pursuant to the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) 40 Code of Federal Regulations (CFR) Part 300 with responsibility for emergency and removal response activities under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Oil Pollution Act (OPA) and the Clean Water Act (CWA), Presidential Decisions Directives (PDD) and in accordance with appropriate laws, regulations, Executive Orders, as appropriate and required. The incumbent has unique authorities/responsibilities within the federal government to both approve an action and procure necessary resources to implement these actions.

The work of this position is multi-media in nature and the incumbent has responsibility for preventing, and/or mitigating the health and environmental hazards resulting from 1) sudden and unexpected or intentional discharges of oil and releases of hazardous substances, pollutants or contaminants, including releases of biological, chemical and radiological agents and 2) uncontrolled hazardous waste sites, either individually or as a team member. These pollutants can spread from a variety of sources such as industrial, manufacturing or storage facilities through the physical environment (i.e. land or water) into plant life, the food chain and people, if left unmitigated.

The work of this position also includes response to certain Incidents of National Significance (INS) and terrorist acts. The incumbent has responsibility for responding to, and mitigating, the health and environmental hazards resulting from releases of biological, chemical and radiological agents, which may be released either separately or in combination with each other or with an explosive dispersant (i.e., a "dirty bomb") or occur at a nuclear power station or pre-existing hazardous waste site. These weapons of mass destruction can spread through the physical environment into plant life, the food chain and people, if left unmitigated. In addition, the incumbent has responsibility for responding to, and mitigating, the health and environmental hazards resulting from releases caused by natural disasters according to the National Response Plan (NRP). Consequently, the interdisciplinary nature of this position is very complex. Experience in environmental preparedness and Homeland Security (HS) planning is of utmost importance in addition to an individual with a professional background in the life or physical sciences or in environmental engineering. In this capacity, the incumbent performs the following:

**II. MAJOR DUTIES AND RESPONSIBILITIES**



Responds on an emergency basis to environmental events involving oil, biological, chemical, or radiological substances which have been intentionally released as weapons of mass destruction (WMD) or accidentally released by a natural disaster creating an INS. The employee, applies expert knowledge of life science/ environmental engineering/ environmental science in order to mitigate such releases. Provides direction on innovative or alternative treatment technologies and techniques to be used in the cleanup of these hazardous materials and is responsible for developing new or improved approaches or solutions. These approaches concentrate on the limitations of proven concepts and practices and are still theoretical and may not have been previously tested or reported in professional journals. These INS events involve releases of hazardous substances or discharges of oil which present an immediate, critical threat to public health (i.e., from extreme exposure rates for radioactive substances, or biological agents) which create an extreme threat or damage to human health as well as to environmentally sensitive areas. This threat may be complicated by the presence of insect or animal life which may in turn become part of the mechanism by which the hazard may spread; by exposure to infected persons; or by the presence of groundwater or surface water supplies near the INS, which can also add a multi-media nature to this problem. Depending on the nature of the INS, and relevant meteorological considerations, the oil or hazardous substances involved in these INS may transcend State or Regional boundaries, and potentially international boundaries. The psychological impacts from such events are nationwide.

Responds and/or directs response on an emergency basis, applying expert knowledge of life science/environmental engineering/environmental science in order to mitigate accidental releases of hazardous materials and/or oil. Identifies and implements innovative or alternative treatment technologies and techniques to be used in the cleanup of hazardous materials. The innovative or alternative treatment technologies are usually precedent setting and are frequently used across the Agency in similar responses. Many of these releases present an immediate, critical threat to public health through extreme exposure rates; on, and off-site migration; imminent fire/explosion threat; extreme threat or damage to environmentally sensitive areas and/or endangered species on sites which may be large or complicated by multi-media problems (e.g., air, groundwater, and surface water). These multi-media problems may transcend State, Regional or international boundaries, as well. Actions are carried out consistent with the NCP, CERCLA/SARA, CWA/OPA, the National Response Plan (NRP), Stafford Act, other standards and EPA guidelines.

X Serves as a nationally recognized technical expert on emergency response and removal actions. The expert provides technical oversight of other staff members involved in various aspects of emergency response or removal activities. The expert serves as a leader and mentor to other staff members providing on-the-job training assignments and rotation opportunities for learning by example.

When notified of an INS, the employee mobilizes to the scene of release and determines EPA's role in responding to the incident. While such incidents are clearly of an emergency nature, the employee must determine the nature, amount and location of the contaminant as well as taking into consideration any migration rates. These

assessments are complicated by the magnitude of the hostile act or disaster, itself, and the associated involvement of police, fire and rescue, and other responders which may include military or national guard personnel and representatives of other portions of the Federal government including EPA's Criminal Investigation Division (CID) and the Federal Bureau of Investigation's forensic evidence teams, as well as local and national political leaders.

Responsible for administering and resolving complex program and project issues which require unusual understanding of major environmental emergencies which directly impact population centers or major industrial areas and have large scale ecological impact. Based on the incumbent's expertise, maintains 24-hour readiness for mobilization to an emergency, during specific time periods, as required. When dispatched, incumbent will mobilize to the scene of release and determine EPA's role in responding to the incident. The incumbent independently determines whether the action needed is emergency, time-critical, or non-time critical, by considering the probable direction, migration rate, nature, amount and location of the contamination, as well as the potential impact on human health and the environment.

Serves as the predesignated federal official for directing all response efforts and exercises, using appropriate delegated authorities (including contracting/procurement authorities) which may include but are not limited to approving emergency Fund-lead actions; issuing verbal task orders and delivery orders; directing all federal, state, or private actions involved in the clean up effort. The employee develops a strategy, plan, and schedule for implementing a removal (or in some cases a containment) response for the substances involved in either a traditional environmental release, natural disaster, or a WMD attack. Identifies and characterizes the nature and extent of the release and selects the alternatives for treatment and/or disposal to mitigate the release. Manages and directs all on-site resources and activities involved with the containment or removal process to ensure safe and expeditious completion of the work. Evaluates changing conditions and develops and implements approaches to effectively continue removal actions. Discusses, justifies and negotiates solutions to INS with the designated points of contacts from the Department of Homeland Security (DHS), FBI, Department of Defense (DOD) and other Federal departments that are involved in Homeland Security-related issues. The new approaches and methods developed by the employee serve as a model for use by other on-scene coordinators in responding to hazardous substance/oil releases/discharges, or WMD events. Provides technical support for enforcement actions, and supports the CID and law enforcement officials with criminal investigation efforts, as required.

The expert provides technical assistance to other government agencies, state, Tribal and local components on containment, cleanup and/or treatment of Category IV+ oil and/or hazardous materials environmental emergencies which are controversial, precedent-setting situations. Serves as an authoritative source of expertise on cleanup technologies and techniques for unusual biological and chemical agents, and other contaminants, e.g., anthrax, and asbestos. Serves as the authoritative source of preparedness, planning and response for predesignated area. Leads planning, preparedness and response readiness workgroups, that transcend regional boundaries,

in the development of national policies on such issues as Health and Safety, Medical Monitoring programs, biological or radiological cleanup and treatment, and oil/chemical spills and treatment. The expert evaluates divergent professional opinions affecting environmental policy issues and defines feasible options, including consequences of their adoption. The effects of advice and influences of the advice give contribution to the advancement of treatment technologies and techniques, as well as the politics concerning redevelopment of the site. Serves as the predesignated official for directing all response efforts at a spill of oil, hazardous substances, pollutants or contaminants, including intentional releases of biological, chemical and radiological agents. Independently determines whether the incident requires immediate action and if so, exercises appropriate delegated authorities (including contracting/procurement authorities) which may include but are not limited to approving emergency Fund-lead actions; issuing verbal task orders and delivery orders; directing all federal, state, or private actions at oil discharges that pose or may pose a substantial threat to public health or welfare of the United States.

Reviews and analyzes scientific literature and confers with other government and industry experts, and other experts in the life sciences, engineering sciences or physical sciences (including members of EPA's Environmental Response and National Decontamination Teams) and other strike teams authorized under 40 CFR in order to ascertain the technical implications of EPA decisions for mitigation of the INS contamination on related soil, sediment, and ground water issues. Integrates technical information from these sources into the analytical and decision-making process as part of determining innovative approaches to difficult site technical problems.

Under the Clean Water Act/Oil Pollution Act, independently makes determinations as to whether a response is necessary to mitigate impacts of an oil discharge. If response is warranted, the OSC orders the responsible party (RP) under applicable laws and regulations. If the RP efforts are inadequate the OSC takes appropriate response actions and notifies the RP of potential liability for federal response costs. For Spills of National Significance, the OSC is mandated to direct all spill response assets, regardless of their origin. Provides assistance for enforcement actions, provides technical review and oversight of PRP activities, provides technical support for enforcement actions, and supports CID and law enforcement officials with criminal investigation efforts, which may include WMD-related environmental incidents

Serves as a primary Agency spokesperson for public meetings, group meetings, and press conferences. This involves contact with the public, news media, and other government agencies concerning the nature and status of an environmental and/or a WMD response.

Under CERCLA and OPA, performs enforcement or enforcement-related duties, at both fund-lead and enforcement-lead removal responses, which support other enforcement actions or future cost recovery. Prepares and negotiates enforcement orders. Provide expert technical assistance to the Department of Justice in developing cases for civil and/or criminal prosecution.



Serves as a warranted Contracting Officer with contracting authority. Exercises procurement authority in accordance with the specific terms of the Delegation of Procurement Authority (DPA) from the EPA Office of Acquisition Management. Maintain certification through continuing education, as required by law. Incumbent may devote approximately 20% of time to contract management duties. Maintains certification of and uses warrant authorization to enter into delivery orders and contracts for the procurement of services necessary to implement removal responses including: verbal and written delivery orders; orders for services contracts; letter contracts with state and local governments; and notice-to-proceed procurements.

Serves as the duty officer, providing coverage for the 24-hour emergency response telephone, with responsibility for assessing the nature of the incident and deploying an OSC, as appropriate, for oil or hazardous substance spill reports received through the National Response Center (NRC); federal, state, or local response agencies; and independent sources within the region, as required. This includes providing preliminary advice to the reporting party, independently determining the appropriate level of response, and notifying and coordinating with federal and state Natural Resource Trustees regarding spill occurrences and site activities impacting natural resources.

Secures site access and coordinates site activities with all involved parties, including site owners, other EPA programs, and federal, state, tribal and local agencies. Prepares and maintains the necessary documentation for the initiation, continuation, and completion of a removal response.

Responds during and after-the-fact to public, other agency and Congressional inquiries concerning assessment and cleanups at environmental response and WMD sites. Prepares and delivers presentations and briefings for conferences, public interest groups, industry and government. Acts as official EPA representative, addressing community concerns, facilitating public understanding which require tact and diplomacy on the part of the employee in contributing towards the Federal government's viewpoint for such a high profile event.

Litigation may result from cleanup activities that may have impact on future industry practices. May be expected to provide technical support and expert testimony in courts or other judicial bodies, such as administrative hearings, and depositions.

The expert conducts studies on complex scientific or engineering problems that are a result of environmental emergencies, time-critical removal actions and/or natural disasters. Develops a strategy, plan, and schedule for implementing a removal response and determines appropriate authorities. Identifies and characterizes the nature and extent of the release and selects the alternatives for treatment and/or disposal to mitigate the release. Manages and directs all on-site resources and activities involved with the removal process to ensure safe and expeditious completion of the work. Incumbent responsible for planning and evaluating long range programs to determine changing conditions; develops and implements new approaches to effectively continue removal actions

Works directly with OSWER staff in the evaluation of Homeland Security-emergency response policies to plan extensive and long-range emergency response programs for INSs, including better coordination and program effectiveness. The results of the employee's efforts in responding to INSs also serve as a base line for evaluation of OSWER's emergency response program efforts to support the Agency's Homeland Security responsibilities, including recommendations for programmatic and policy changes. Works with other OSWER staff as well as with members of other Federal agencies with related responsibilities for Homeland Security to develop and provide advice on nationwide standards, procedures, and instructions to guide other OSCs and others in responding to future INSs. Shares this information with others in the OSC community as part of their regular training events.

The expert serves as Incident or Area Commander responsible for managing and tracking field operations to assure response actions are appropriately staffed with all levels of OSCs in an effort to manage Region-wide deployment to environmental emergencies, time critical removal actions and/or INSs. Secures site access and coordinates site activities with all involved parties, including site owners, potentially responsible parties (PRPs), other EPA programs, and federal, state, tribal and local agencies. Prepares and maintains the necessary documentation for the initiation, continuation, and completion of a removal response. The expert is responsible for managing resources available for response actions and recommending future resource needs or viable alternatives to meet program goals.

The incumbent is authorized to conduct official investigations and inspections pursuant to all federal laws administered by the US EPA. These may include compliance inspections as well as release investigations..

The employee also represents the Agency in meetings with representatives from the DHS, Federal Emergency Management Agency (FEMA), FBI, DOD, Department of Energy (DOE) other Federal departments that are involved in INSs and Homeland Security-related issues as a participant in national workgroups and inter-agency task forces. These meeting are held in order to develop a better coordinated response program and examine ways of enhancing or improving the nation's emergency response efforts, with specific focus on OSC functions including readiness issues across the Federal government.

Serves as a national technical expert in providing information and approaches for experts in other agencies, e.g., Department of Justice (DOJ), US Department of Agriculture (USDA), US Postal Service (USPS), etc. Reviews and analyzes scientific literature and confers with other government and industry experts, and other experts in the life sciences, engineering sciences or physical sciences in order to ascertain technical implications of EPA decisions on oil, hazardous waste, soil, sediment, and ground water issues. Integrates technical information from these sources into the analytical and decision-making process as part of determining innovative approaches to difficult site technical problems

Performs planning, prevention, and preparedness activities in accordance with appropriate Presidential Decision Directives (PDDs), laws, regulations, and Executive Orders. This includes maintaining the skills and training necessary to respond to health and environmental hazards resulting from intentional releases of biological, chemical and radiological agents or INSs. As an OSC with recognized expertise in WMD responses, the employee develops and provides response training for other OSCs as well as local, state, or federal responders.

Facilitates and leads the development of Regional, Area, and Sub-Area Contingency Plans (as required under the NCP 300.210) with representatives of state, local and tribal governments, as well as Canadian and Mexican representatives where necessary in Border areas. The employee is delegated signature authority for approval of Area Contingency and Facility Response Plans. The incumbent plans and leads drills and exercises to test and improve the plan's effectiveness.

May serve as a primary Agency spokesperson for public meetings, press conferences. This involves contact with the public, news media, regulated community, and other government agencies concerning the nature and status of removal responses. Responds to public, other agency and EPA Regional inquiries concerning assessment and cleanups at oil and hazardous waste sites. Prepares and delivers presentations and briefings for conferences, public interest groups, industry and government. Acts as official EPA representative, addressing community concerns, facilitating public understanding and soliciting citizens comment regarding removal response-related issues which may be complicated by fear, mistrust or lack of cooperation on the part of the citizenry and which may result in high profile or hostile conditions, requiring tact and diplomacy on the part of the incumbent in representing the Regional viewpoint.

May be required to perform duties in response to INSs under the NRP, including the preparation and planning of the response activities of Emergency Support Function (ESF) 10 activations, representation of EPA at the Regional Emergency Operations Center (REOC), Joint Field Office (JFO), and Regional Response Coordination Center (RRCC) during ESF-10 activations, and coordination with state responders. The incumbent may also take actions under other "non-traditional" emergency plans.

May participate in national and regional workgroups or task forces involved in examining ways of enhancing or improving the OSC functions, including readiness issues. Serves on OSC Readiness Training Boards, Task Forces, technical workgroups, etc. developing instructional and training materials as well as teaching advanced classes for OSCs. Analyzes the issues involved or changes under consideration, and works with other group members to build consensus on recommendations and options for management consideration.

May be required to perform planning, prevention, and preparedness activities in accordance with appropriate Presidential Decision Directives (PDDs), laws, regulations, Executive Orders. This may include preparing for the health and environmental hazards resulting from intentional releases of biological, chemical and radiological agents or



declarations made under the Stafford Act. Plans exercises to provide experience to OSCs, local law enforcement groups, US Coast Guard, etc., on how to handle a variety of complex events. The exercises provide simulated responses to biological and/or radiological releases, oil/chemical spills and other contaminants. The experiences gained as a result of these exercises may mean the difference of life and death to the people involved with or impacted by an actual emergency. Facilitates and leads the development of Regional Integrated Contingency Plans (as required under the NCP 300.210) with representatives of state, local and tribal governments. Where EPA Region VII supports other regions whose states border Canada or Mexico, this planning process includes representatives of those countries. The OSC is delegated signature authority for approval of Area Contingency and Facility Response Plans. Plans and leads drills and exercises to test and improve their effectiveness.

Performs other related duties as assigned.

### **III. CONDITIONS OF EMPLOYMENT**

This position:

- is subject to random drug testing
- requires a "top secret" security clearance
- is subject to medical monitoring
- requires the incumbent to be able to properly wear and use a respirator
- requires the employee to travel more than 10 days a month
- requires the annual filing of a financial disclosure form

#### **Factor 1 Knowledge Required by the Position Level I-8 1550 Points**

The position requires mastery of the principles, theories, concepts and methodologies found in the life science, environmental engineering or physical science fields sufficient to apply new developments and experienced judgment, as a technical authority, to solve novel or intricate problems in the areas of environmental emergency response, uncontrolled hazardous waste site response and/or releases of chemical, biological, radiological or other hazardous substances. This position requires a thorough knowledge of the various types of chemical contaminations and possible threats and effects on humans and the environment.

It requires the skill and ability to extend or modify existing techniques and develop new approaches for use by others in solving a variety of problems related in the area of emergency response. These knowledge, skills and abilities are employed in the design of field surveys and studies at uncontrolled hazardous waste sites and environmental emergencies in order to develop information necessary to determine the degree of risk or extent of contamination involved. The position requires the ability to perform environmental assessments at WMD incidents and to develop and conduct removal/remedial activities. This position also requires the ability to apply the knowledges and skills needed to evaluate techniques and technologies for use at hazardous waste sites to WMD sites in order to assess the impacts of the hazardous releases and their impact on human health and the environment. The employee in this

position requires a familiarity with the principles and theories found in related fields such as geology, hydrology, chemistry, biology, and statistics.

It requires the skill to extend or modify existing techniques and develop new approaches for use by others in solving a variety of problems related in the area of emergency response. These knowledges and skills are employed in the design of field surveys and studies at uncontrolled hazardous waste sites and environmental emergencies in order to develop information necessary to determine the degree of risk or extent of contamination involved, environmental assessments at hazardous materials spills or incidents and to develop and conduct waste management sampling and removal/remedial activities. Knowledge and skill to evaluate techniques and technologies for use at hazardous waste sites to assess the impacts of the hazardous releases and their impact on human health and the environment. Incumbent in this position also requires a familiarity with the principles and theories found in related fields such as geology, hydrology, chemistry, and statistics.

The position requires knowledge of safety issues and problems and the ability to recognize and take steps to protect investigators from contamination of potentially hazardous materials. The position requires training in the proper use of a variety of protective equipment, including self-contained breathing apparatus. Incumbent of this position is also required to possess knowledge of contract negotiation and contract administration as required under the OSC Warrant Authority for scientific and labor services while conducting response actions.

## **Factor 2 Supervisory Controls Level 2-4 450 points**

The employee receives general guidance as to timing, objectives and resources for the program from the supervisor. Assignments are usually broad in nature, and the incumbent has wide latitude in terms of responsibility for planning, designing and implementing solutions for site clean up and the alleviation of damage caused by hazardous substances. Usually during the initial phases of a Level IV emergency response there is no concurrence from either the supervisor or contracting officer as the OSC is completely responsible for protecting human health and the environment. This includes the responsibility for up to \$250,000 contracting warrant authority should the circumstances require for response during classic emergencies and planning the goals and objectives for a particular response site and for independently carrying them out, including the development of technical approaches and independently coordinating with other scientists, engineers, representatives of State, local or Tribal entities, and potentially responsible parties. Even on sites where approval authority rests at a higher level (above \$250,000) The scope of the approval will be broad, with day to day operations run completely at the discretion of the OSC. The incumbent's decisions could literally affect the disposition of millions of dollars of public money. The incumbent keeps supervisor informed of any major problems or controversial issues on site. It is expected that completed work is normally accepted as technically proficient, but is reviewed for conformance to EPA policy, regulations, site compliance standards, and efficiency and effectiveness of actions in the mitigation of threat to humans and the environment. Incumbent receives general guidance as to timing, objectives and

resources for the program from the supervisor. Employee keeps the supervisor informed of progress; recommendations and decisions of the employee are accepted as technically sound. The effects of advice and influences of the advice give contribution to the advancement of treatment technologies and techniques, as well as the politics concerning redevelopment the site.

### **Factor 3 Guidelines Level 3-5 650 Points**

Working chiefly under broad and general policy statements, regulations, and laws, including the CWA, OPA, CERCLA, RCRA, and the Stafford Act) the National Priorities List, the National Contingency Plan, the National Oil and Hazardous Substances Pollution Contingency Plan; various Federal, State and local regulations; and EPA policies and standards, the employee exercises considerable judgment and ingenuity in interpreting and adapting guides that exist and in developing new and improved approaches, or concepts not previously tested or reported in the literature of the field. This judgment and ingenuity is applied by the employee in order to respond to and mitigate environmental emergencies due

to the intentional release of chemical, biological or radioactive agents (either individually or in combination) as weapons of mass destruction.

The employee is recognized as a technical authority with scientific/engineering expertise in the area of Homeland Security (HS) response, and is responsible for the working directly with OSWER/OEM staff in the development of HS-emergency response policies as well as with members of other Federal agencies with related responsibilities for homeland security to develop and provide advice on nationwide standards, procedures, and instructions to guide other OSCs and others in responding to future HS events.

### **Factor 4 Complexity Level 4-6 450 Points**

The nature of the assignment involves removal or mitigation of hazardous substances (biological, chemical or radioactive agents used separately or in combination) which have been intentionally released as weapons of mass destruction with the intent of causing the maximum amount of direct and collateral damage to human health and the environment. The work involves varied and complex technical duties, including problem analysis, often with limited data available as to the type and extent of human threat and environmental contamination. Accomplishment of these assignments requires application of the theories, principles and practices of related fields of science such as chemistry, biology, meteorology and radiology and concentrate on the limitations of proven concepts and practices.

Responding to such WMD events frequently involve difficult or unusual coordination or negotiation concerning technical, political, socio-economic, administrative, and other aspects which preclude the use of standard methods or practices. These may include compromises between a theoretical ideal method that may work in a laboratory or industrial setting and a technically less satisfactory one for



use across all or a significant portion of a large metropolitan area. The need for an immediate and rapid response, along with extensive political and public interest that the ultimate goal of "clean and re-inhabitable" be attained as soon as possible, may need to be balanced with the investigatory/forensic evidence-gathering-requirements typical of a "crime scene" so as to support future actions taken against the individuals, terrorist organizations or countries responsible for such actions.

#### **Factor 5 Scope and Effect Level 5-5 325 Points**

The purpose of the position is to resolve critical problems and implement practical and effective solutions to clean up and remove hazardous biological, chemical and radiological materials from sites that have been contaminated as the result of release of hazardous substances or oil, or the use of weapons of mass destruction. The employee provides advice on physical, environmental or engineering aspects of studies and investigations on human health risk by identifying, quantifying the nature of the environmental release or WMD incident. The employee also provides guidance and coordination to members of other federal agencies and departments who are involved in or responsible for various other aspects of environmental response and/or homeland security, as well as with contractors who provide support for the

clean up efforts. The work helps to ensure that the site sustains no further damage; and, that the damage does not spread to other environments.

The employee's work has impacts on how OSCs respond to and clean up other environmental and/or WMD sites across the country. The employee's decisions with regard to how to respond to the event and clean up the impacted area, involve consideration of highly complex technical problems involving many areas of uncertainty and affects the work of other engineers and subject matter specialists both within and outside the agency. This results in the new approaches and methods which serve as a model for use by other on-scene coordinators in responding to environmental releases and/or WMD events. The results of the incumbent's efforts in responding to WMD events also serve as a base line for evaluation of OSWER's emergency response program's efforts to support the Agency's homeland security responsibilities, including recommendations for programmatic and policy changes, and to the development of a better coordinated response program across the Federal government.

#### **Factor 6 Personal Contacts Level 6-4 110 Points**

The employee is responsible for responding to major releases of hazardous substances or oil, and environmental emergencies involving weapons of mass destruction that have been unleashed upon the United States, as provided for under Presidential Decisions Directives. These assignments are of such magnitude and visibility that the incumbent has personal contacts with:

a. nationally-recognized members of radio/television and print media who are reporting on the emergency response site being cleaned up by the OSC; and

b. Governors of States in which the incidents had occurred, or in neighboring States, and mayors of large cities which are critically and substantively impacted by the nature of the environmental emergency.

c. Members of a state's congressional delegation who are involved with or interested in response actions taken to mitigate the threats posed by a particular environmental release or WMD event.

The employee also has personal contacts with scientific, technical and engineering personnel, officials of Agency Headquarters and Regional offices, officials and professionals of other Federal, State and local agencies (including the DHS, FBI, CDC, DOD, DOE, and uniformed members of the Public Health Service) industry (i.e., pharmaceutical) representatives and fellow members of national societies and special interest groups.

#### **Factor 7 Purpose of Contacts Level 7-4 220 Points**

In responding to incidents involving weapons of mass destruction the employee, as the lead responder (as provided for under 40 CFR 300 and Presidential Decisions Directives) must discuss, justify and negotiate solutions to these WMD incidents with the designated points of contacts from the DHS, FBI, DOD and other Federal departments that are involved in homeland security-related issues. The employee also represents the Agency in meetings with representatives of these other Federal departments to plan extensive and long-range emergency response programs for WMD events, including better coordination and program effectiveness, and to develop standards and guides for use by other OSCs Agency wide.

The employee's contacts with Governors, mayors, and/or congressional delegations are to explain and defend the decisions made in responding to extremely complex environmental emergencies occurring in their cities and major portions of their State. This requires tact and skill on the part of the employee in order to establish a cooperative atmosphere conducive to open communication and to the expression and acceptance of plans and decisions.

The employee's contacts with other scientific and technical staff in state and local governments and with members of other Federal agencies and contractors are to discuss methodological problems and potential solutions, explain the data obtained; persuade, influence or motivate individuals who generally have conflicting opinions; and to ensure that contractor work is following the agreed upon work plan, in order to ensure compliance with Federal, State, and local laws and with negotiated agreements.

Contacts with members of the national press corps are typically to provide factual information, and discuss issues surrounding the environmental event in a way that does not incite hostility or increase fear among members of the general public who are impacted by such events.

#### **Factor 8 Physical Demands Level 8-2 20 Points**

The work requires overnight travel, extended work shifts (e.g. 12 to 18 hours, or more) during major emergency response or removal operations. Employees may be separated from their families and communities for extended periods of time.

The work requires a large amount of walking, climbing, running, bending, stooping, and the employee may be required to perform such physical activities while wearing a variety of protective clothing which can include respiratory protection or self-contained breathing apparatus, as well as fully encapsulating suits.

**Factor 9 Work Environment Level 9-2 20 Points**

Work is both in an office and in remote field settings. While on site in the field, the employee may be exposed to unfavorable weather conditions and rough terrain. The work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions particularly where there is risk of exposure to hazardous and toxic substances, radioactive materials or other pollutants. Less frequently, employees may be asked to work in conditions that present an Immediately Dangerous to Life and Health (IDLH) situation. The employee is required to use protective clothing and equipment (i.e., gloves and face masks) and may occasionally be required to use fully encapsulating suits and supplied air (Level A & B.)

**Total Points = 3,795 = GS-14**



**ADDENDUM TO ALL POSITION DESCRIPTIONS IN REGION 7**

POSITION NUMBER: 00059778 EMPLOYEE: Paul Doherty  
POSITION TITLE, SERIES, AND GRADE: ENV Eng (lead) 65-819-14

**MEDICAL MONITORING PROGRAM REQUIREMENTS**

- ☒ This position IS in the medical monitoring program.  
☐ This position IS NOT in the medical monitoring program.

Regional Safety & Health Officer Concurrence: P. King for Rocky Roberts

**DRUG TESTING PROGRAM**

- ☒ This position IS in the drug testing program.  
☐ This position IS NOT in the drug testing program.

Drug Testing Program Coordinator Concurrence: Sherrille 2/3

**FLSA EXEMPTION**

- ☐ This position is Non-Exempt from FLSA.  
☒ This position is Exempt from FLSA.

**EXTRAMURAL RESOURCES MANAGEMENT DUTIES**

- ☐ This position has NO extramural resources management responsibilities.  
☒ Total extramural resources management duties occupy **less than 25%** of the time and a Position Description (PD) amendment is added to the position description in the form of the Extramural Resources Management Duties Checklist.  
☐ Total Extramural Resources Management Duties **occupy 25% to 50%** of time. These duties are indicated in a PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.  
☐ Total Extramural Resources Management duties occupy **more than 50%** of time. These duties are indicated in the PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

**PROPERTY MANAGEMENT, PROPERTY ACCOUNTABILITY AND PROPERTY UTILIZATION OF EPA'S REAL AND PERSONAL PROPERTY**

- ☒ This position has NO property management, property accountability and property utilization of real and/or personal property responsibilities.  
☐ This Position is a [ ] Property Management Officer (PMO); [ ] Property Accountability Officer (PAO); [ ] Property Utilization Officer (PUO) and/or [ ] Custodial Officer duties **occupy less than 25%** of the time and a Position Description (PD) amendment is added to the position description in the form of a Property Management, Property Accountability and Property Utilization Checklist.  
☐ More than 25% is described in the position description.

**RISK DESIGNATION (Complete the attached Risk Designation Form)**

Risk Level: LS/TS

Computer-ADP: \_\_\_\_\_

Minimum Investigation: SSBI

Adjustment for Uniqueness and Uniformity:

TS Access

Regional Security Officer: \_\_\_\_\_

Janet Schuy

Supervisor Signature \_\_\_\_\_

[Signature]

Date

11/27/07

Classification Specialist \_\_\_\_\_

[Signature]

Date

12/5/08

Review

(Attached to Original Position Description)

## POSITION DESIGNATION RECORD

AGENCY: EPA/Region 7

PROGRAM: SUPP/

POSITION TITLE, SERIES, &amp; GRADE:

ENL ENL9

GS-819-14

POSITION DESCRIPTION #:

00059778

RISK DESIGNATION SYSTEMI. PROGRAM DESIGNATION

IMPACT, Integrity &amp; Efficiency of Service.....

(Major, Substantial, Moderate, Limited)

SCOPE of Operations, Integrity &amp; Efficiency of Service.....

(Worldwide, Governmentwide, Multiagency, Agency)

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited).....

(refer to chart in Appendix B, page 4)

II. POSITION RISK DESIGNATION POINTS

## RISK FACTORS &amp; POINTS:

DEGREE OF PUBLIC TRUST.....

FIDUCIARY RESPONSIBILITIES.....

IMPORTANCE TO PROGRAM.....

PROGRAM AUTHORITY LEVEL.....

SUPERVISION RECEIVED.....

TOTAL POINTS.....

Supv: \_\_\_\_\_

III. POSITION DESIGNATION (signature)

UNADJUSTED RISK LEVEL.....

MINIMUM INVESTIGATION.....

Note "(c)" after the risk level if  
this is a Computer-ADP

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS:

TS Access

FINAL DESIGNATION (Risk level/Sensitivity level/Access level).....

MINIMUM INVESTIGATION.....

PRINTED NAME &amp; SIGNATURE OF AGENCY DESIGNATOR

Janet Schwarz

DATE



## FILLING OUT THE POSITION DESIGNATION RECORD

## Program Designation

- **Program Designation.** The agency identifies both the impact and scope of an agency or agency program as related to the integrity and efficiency of the service. This determines the "program designation."

*Use these steps and Table 1 on the next page to complete part I - "Program Placement"*

- 1) **Impact on the Integrity and Efficiency of the Service:** Identify the impact description in the IMPACT column of Table 1 that best describes the agency or agency program. If there is a question regarding the designation of an agency or agency program at one of two impact descriptions (such as whether it is *SUBSTANTIAL* or *MODERATE*), the decision should be based on the best interests of the agency mission.
- 2) **Scope of Operations in Terms of the Integrity and Efficiency of the Service:** Identify the scope of operations described in the four SCOPE OF OPERATIONS columns of Table 1.
- 3) **Determining Program Designation:** The box at the intersection of the IMPACT row and SCOPE column identifies the program designation.

**Examples:**

- ① SUBSTANTIAL IMPACT and ② MULTIAGENCY SCOPE = ③ *SUBSTANTIAL* Program Designation.
- ① LIMITED IMPACT and ② WORLDWIDE SCOPE = ③ *MODERATE* Program Designation.

5/18/00

**TEAM LEADER PART II EVALUATION STATEMENT**

|               |                                |
|---------------|--------------------------------|
| POSITION:     | ENV Eng (Leader/OSC) 65-819-14 |
| ORGANIZATION: | SUPP/ERSB/PPSS                 |

X

**I. MEETS DEFINITION OF TEAM LEADER**

- ☒ The Team Leader duties are a regular and recurring part of the employee's assignments.
- ☒ Approximately 35 % or more time is spent performing the team leader duties.
- ☒ Leads a team of "GS" two-grade interval work.
- ☒ Usually participates in the work of the team by performing work that is of the same kind & level as the highest level of work accomplished by the team led.

X

**II. TEAM LEADER FUNCTIONS**

(Meets all of the first 7 and a total of 14 of the 20 tasks listed.)

X

**III. BASE LEVEL OF WORK LEAD**

(Indicate positions on team, including those \*excluded from base level by grade and series (using full performance level).

Excluded: Those positions with an extraordinary degree of independence or have personal accomplishments (e.g. persons who grade are based on: a) impact of person on the position; b) recognized as regional, national or international expert; c) has statute in professional; and/or d) in an incumbency only allocated position.

John Frey, 65-1301-12  
Megan Brunkhorst, 65-819-09  
Anna Baldwin, 65-1301-09  
Katy Miley, 65-0401-12  
(one currently vacant position)

Todd Campbell  
Susan Fisher  
Adam Ruiz  
Jason Heitman

This team leader position consistently assists the team through knowledge and application of leadership and team building skills and techniques such as group facilitation, coordination, coaching, problem solving, interpersonal communication, integration of work processes and products, obtaining resources and liaison with the supervisor. The team leader is also accountable for outcomes and results (timely delivery of quality work products and services produced).

**BARGAINING UNIT STATUS DETERMINATION**

☒   
 ☐

BU

NBU

Based on the above, this position meets the classification criteria for a team leader position and is classified as a:

**Lead** \_\_\_\_\_

- ☐ final grade based on team leader duties (1 grade above base level)
- ☐ grade based on personal work at the same grade as the team leader duties


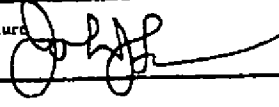
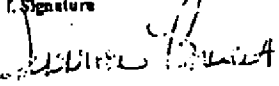
☒ ENVIRONMENTAL ENGINEER (Leader)  
graded and titled on basis of non-leader responsibilities

GS-0819-14  
**Pay Plan, Series and Grade**

 12/5/8  
**Classification Signature                      Date**



DEPT ID 0000005363

|   |  |   |  |                                |                          |
|---|--|---|--|--------------------------------|--------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |  | 1. DUTY LOCATION<br>Kansas City, Kansas |  | 2. POSITION NUMBER<br>00064520 |                          |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position   |  |   |  |                                |                          |
| b. Title  |  | c. Service                              | d. Series  | e. Grade                       | f. CLC                   |
| Official Allocation   | Environmental Engineer   | GS                                      | 0819   | 14                             |                          |
| 4. SUPERVISOR'S RECOMMENDATION  |  |   |  |                                |                          |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)<br><b>NATL Air Permit CLIMATE CHANGE EFFORT</b>  |  |   | 6. NAME OF EMPLOYEE<br>Ward Burns  |                                |                          |
| 7. ORGANIZATION (give complete organizational breakdowns)   |  |   |  |                                |                          |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY   |  |   | b. Immediate OFFICE  |                                |                          |
| c. Region 7   |  |   | d.   |                                |                          |
| e. Air & Waste Management Division  |  |   | f.   |                                |                          |
| g. Air Permitting and Compliance (APCO)   |  |   | h. EPAYS Organization Code 90764002  |                                |                          |
| 8. SUPERVISORY/MANAGERIAL DESIGNATION   |  |   |  |                                |                          |
| <input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.<br><input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.<br><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.<br><input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.<br><input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.<br><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position. |  |   |  |                                |                          |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |  |   |  |                                |                          |
| a. Typed Name and Title of Immediate Supervisor<br>Mark A. Smith, Branch Chief, APCO  |  |   | d. Typed Name and Title of Second-Level Supervisor<br>Rebecca Weber, Director AMWD                           |                                |                          |
| b. Signature<br>   |  | c. Date<br>7/21/10                      | e. Signature<br>         |                                | f. Date<br>7/21/10       |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION   |  |   |  |                                |                          |
| a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |  |   | b. Fair Labor Standards Act<br><input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt |                                | c. Functional Code<br>42 |
| d. Bargaining Unit Code<br>0129   | e. Check, if applicable:<br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties ( % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ) |   | f. Signature<br>         |                                | g. Date<br>7/24/10       |
| 11. REMARKS<br>THIS POSITION WAS CLASSIFIED THROUGH APPLICATION OF DUTIES PROCEDURES AND MEETS REQUIREMENTS OF AIRS APP.  |  |   |  |                                |                          |

**ENVIRONMENTAL ENGINEER POSITION DESCRIPTION**  
**GS-0819-14**

*Immediate Office*

**INTRODUCTION:** This position is located in the Air Permitting and Compliance Branch (APCO), but is responsible for working closely with and providing expert advice to the Region 7, EPA Headquarters, DOJ, and consulting with states and industry. The position uses knowledge and skills in related physical sciences to serve as professional and technical authority in development of enforcement guidance, training and implementation.

*Review  
approved  
11/30/10  
CW*

This position serves as national air permit climate change expert and technical enforcement authority for the Clean Air Act (CAA). The overall object of this position is to assure that the CAA programs are complied with to control the emissions of regulated air pollutants (including greenhouse gases (GHGs)) into the ambient air of the United States. The incumbent has expertise in enforcement activities and will work in one or more of these CAA programs: hazardous air pollutants regulated under the Maximum Achievable Control Technology (MACT) and National Emissions Standards for Hazardous Air Pollutants (NESHAPS) programs; New Source Performance Standard (NSPS), State Implementation Plans (SIPs) and New Source Review (NSR) Requirements. The incumbent is also responsible for liaison activities with state and local government officials EPA headquarters offices and EPA contractors regarding enforcement of new source and operating air permit programs, including those permits required solely for GHGs.

**MAJOR DUTIES:**

Represent Region 7 on national workgroups involving Greenhouse Gas regulations. Develop Region 7 Air Permitting strategy for the impacts of Climate Change of CAA regulatory change. Provide leadership and outreach to states and other stakeholders on new GHG permitting and regulatory obligations.

Develop products such as guidance documents for GHG Best Available Control Technology (BACT) for select industries. Provide leadership and expertise to Headquarters on control technology development and commercial scale application of GHG control scenarios.

As Sublead for Air Enforcement, provide leadership and coordination on issues related to GHG enforcement and compliance monitoring. For example, lead the GHG Compliance Monitoring Workgroup.

Serve as a senior technical advisor and expert to the Director of the Air and Waste Management Division and the Chief of the Air Permitting and Compliance Branch on Clean Air Act requirements in enforcing permitting and other regulatory requirements related to GHGs.

Serve as an expert witness in high level air controversial public hearings, trials, depositions, or otherwise provides testimony or expert in matters related to GHG permit decisions.

Develop, coordinate, and supply information to EPA Headquarters, Regions, and states on GHG regulatory issues, such as GHG BACT for coal-fired power plants across the United States, especially information on new or expansion projects.

Develop, coordinate, and serve as a national information clearinghouse on GHG Permit policy and guidance.

Develop technical data and information on the types and amounts of biomass and biofuel power generation projects, associated air emissions, and the methods and costs for treatment and/or control. Serve as GHG technical consultant to permit writers in the regional and state offices that have the approved/delegated air permit issuing authority, providing technical assistance and training respect to installation of GHG air pollution control.

Develop strategy for implement Region 7 air enforcement priorities. Coordinate the review documents and identify violations of NSPS and PSD violations. Develop case theory and develops DOJ referral package with Region 7 counsel. Tracks enforcement case milestones to ensure ACS and other commitments are met. Depending on workload, may oversee PSD investigation or DOJ referral and/or lead investigations.

Evaluate and lead an investigation into state permitting activity in National priority sectors to better understand whether PSD permits are needed in this sector and associated environmental and climate change impacts. Activities could include preparing a detailed analysis of each state, developing an inventory of major sources, locations (e.g. Google map), potential emissions (including GHGs), actual emissions, construction permitting activity over the past 5-10 years, production trends, emission trends, NSPS applicability, etc, to help us determine whether this industry is meeting its permitting obligations.

Using engineering principles and concepts, serve as a technical expert and resource representing the EPA air permitting program to State, Local and Tribal governments, industry and special interest organizations. The incumbent's assignments are technically complex and precedent-setting. As such, the incumbent has overall independent responsibility for complex technical problem solving resulting in specific project solutions and general program direction.

Provides expert advice regarding matters relating to the development, implementation and monitoring of federally required Clean Air Act provisions and implementing regulations, policies and plans. Identifies innovative and insightful approaches for purposes of reviewing, analyzing, and recommending modifications of complex air related plans and programs developed by State, local and Tribal governments which are responsible for implementing various aspects of the Clear Air Act.

Serve as a technical authority in resolving controversial situations and issues such as conflicting program goals or conflicting state and federal program requirements. Review, analyzes, and provides comments regarding technically complex and controversial documents and data analysis supporting decisions regarding the regional air permitting program.

Develops and utilizes national and regional multimedia approaches to promote consistency and efficiency within the air program. Works with other air permit personnel and other media programs to develop comprehensive strategies to address regional issues regarding air permitting.

Communicate with Agency management, colleagues and other experts outside the Agency to gain information and corroboration regarding innovative finding and solutions to complex problems. Writes study proposals, project plans, scientific and technical papers

Provides technical expertise related to the issuance of CAA permits and the application of CAA requirements by state and local air pollution control agencies. Evaluate the performance of state programs, to ensure that the air permitting programs are properly implemented. Provides expert advice on the quality of those programs. Discusses major source-permitting requirements with industry, states and the public, and provides technical support to defend technical and legal challenges to permits requirements. Meets with state program managers to provide expert advice and assistance on all aspects of implementation including regulatory and public requirements, legislation CAA permitting applicability, technical aspects of permits, application proves, and permit issuance strategies.

Disseminate scientific/technical information through oral briefing, written documents, workshop/conference/seminar presentations, and/or legal hearings regarding various aspects of overall air quality. Review and evaluates data submittals and/or requests involving an air related scientific or enforcement activity.

Review and comment proposed federal regulation in support of program regulatory actions promulgated by the Agency. Develop regional technical and programmatic skill for purposes of new federal regulation implementation at the regional level. Develop technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develop and/or revises regional guidance and policies required in support of implementing regional environmental programs or initiatives.

Provide analysis and advice to EPA Headquarters and Regions on highly visible and controversial issues, such as greenhouse gas (GHG) emissions from stationary sources contributing to global climate change.

Provide analysis advice and expertise on coal-fired power plants system designs, such as integrated gasification combines-cycle combustion (IGCC) or supercritical boiler designs.

Participate in interagency meeting or conferences as an authority in specialty area. Participates in meetings or conferences within the agency to plan cooperative activities and devise concerted approaches to problems.

#### **KNOWLEDGE REQUIRED BY THE POSITION (Level 1-8, 1550 pts)**

Mastery of concepts, principles, and practices of environmental engineering that enables the employee to serve as a technical authority on air enforcement and climate change issues.

Mastery of principles and practices applicable to the most complex technical problems associated with air quality issues encountered by industry and state of local air agencies, including state-of-the-art technology and equipment development.



Ability to apply originally to engineering decisions to assure that the latest developments in the air pollution control are accurately assessed for application to unique and controversial existing problems within the region. Ability to express expert engineering knowledge in verbal and written communications to support acceptance of function as a regional expert in contacts with other programs, other agencies and consulting firms with whom he has frequent dealings.

Mastery of advanced sufficient environmental engineering apply new developments and theories to critical and novel problems; extend and modify approaches, precedents and methods to solve a variety of significantly affect the content, interpretation, or development of major policies or programs concerning critical or major technical issues.

Mastery of the Clean Air Act (CAA) and its implementing regulations, related to such programs as MACT, NSPS, NESHAPs, SIP and NSR.

Ability to develop and interpret guidelines, policies or methods and formulate decisions regarding necessary actions which include largely undefined issues and elements which ultimately affect air quality in Region 7 states.

Demonstrates skill to foster cooperation and team approaches, motivate and be creative in resolving unprecedented issues.

Knowledge and skill to serve as an expert witness in court cases on the state-of-the-art and economic feasibility of enforcing GHG air pollution control technology; and to advise on the acceptability of variety of advanced control technologies in meeting air pollution limitations.

Expert knowledge and skill to evaluate the impact of a range of pollutant emissions limitations, taking into account: (1) the limits of current control technology, (2) the cost associated with requiring different levels of emissions and, (3) the limitations of individual companies in meeting a specific standard.

Mastery of methods and procedures involved in the compilation of technical findings presented and in determining the acceptability of procedures of specific standards being challenged in court.

### **SUPERVISORY CONTROLS (Level 2-5, 650 pts)**

The supervisor provides administrative guidance in the form of general legislative, mission, policy directions, and resource constraints. The engineer has responsibility for planning, designing and carrying out programs, projects, studies, or other work independently. Technical decisions are considered as authoritative and are accepted without significant change. The engineer works with a high degree of independence in seeking optimum technical or policy solutions to problems in light of current scientific developments or trends in Greenhouse Gas permitting and enforcement. The engineer regularly represents the Agency in dealing with the public and state, other federal and local agencies. Completed work is reviewed only in terms of consistency with broad agency goals and adhering to program objectives.

### **GUIDELINES (Level 3-5, 650 pts)**

Guidelines are basic legislation and/or broadly stated Agency regulations and policy statements. At this level, the engineer is a recognized technical authority and expert in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist and in developing new and improved hypotheses, approaches, or concepts not previously tested or reported in the literature of the field.

Within the Clean Air Act policy guidance, the engineer develops emissions limitations and guidelines to be applied and enforced industry-wide. Virtually every limitation established is challenged – either by industry on the basis of the limitation is too stringent or by environmental groups on the basis that the limitation allows too much pollution. The engineer adapts and interprets existing state-of-the-art guides within the scope of new as well as anticipated court decisions to counter arguments from each side of the issue.

### **COMPLEXITY (Level 4-5, 325 pts)**

Assignments included a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies in the removal of pollutants from coal-fired power plants emissions. They typically involve distilling national goals and priorities into regional applications by interpreting and adapting Agency-level directives. The engineer must be versatile and innovative in adapting, modifying, and making compromises with standard guides and methods to originate new techniques or criteria.

Problems include economic constraints of industry, the state-of-the-art of control technologies, and integration of this pollution control into the broader concept of all air pollution sources. Highly complex and controversial issues will be resolved involving competing interests, such as the need to mitigate the impacts of new growth with the heavy demand for new energy sources from coal as a result of increased population and electricity use. However, public interest, fueled by environmental groups, demands that the ultimate goal of zero pollution is immediately attained. The engineer is therefore working in a complex area, with socio-economic implications, under close public scrutiny, and is responsible to the courts for decisions rendered.

### **SCOPE AND EFFECT (Level 5-5, 325 pts)**

The purpose of the work is to serve as a technical authority and provide the guidance and leadership necessary to resolve matter, which are complex, controversial, or which set general precedent, or involve delicate coordination or negotiation of major consequences. The engineer plans and conducts emission analysis that is national in scope with implications on the many industrial sectors nationwide. These analyses are translated into precedent setting court decision or national rule changes measured in millions (and billions) of dollars immediately and millions more over the course of operations. The engineer serves as a national expert advisor and

consultant to officials and manages within and outside the agency on issues related to GHG emissions and enforcement. Efforts affect policy or other decisions, the work of other technical authorities, or major aspects of EPA programs.

#### **PERSONAL CONTACTS (Level 6-3, 60 pts)**

Personal contacts are with senior level managers at state and local agencies and technical and scientific staff, engineers, local representatives of institutions, industry and media representatives, lawyers, members of congressional committees, officials or subject matter specialists of various industrial groups and the general public. Contacts often involve the participation on committees, work groups and conferences that include state, local and private sector representatives. Contacts within the Agency are with senior level managers and staff, both at the regional office and at Headquarter offices.

#### **PURPOSE OF CONTACTS (Level 7-4, 220 pts)**

The purpose of the contacts is to present expert opinions and analysis on complex engineering and scientific policy questions to policymakers, and to participate in conferences, meetings, or presentations involving problems, or issues that have regional or national sensitivity or consequence. Such active participation in high-level conferences, negotiations, and meetings involves subject matter on which there are invariably conflicting interests or opinions. The engineer must persuade or influence other subject-matter experts and/or policymakers to adopt recommended technical approaches and concepts amid substantial disagreement on the best course action. As an expert witness in court, the engineer is called upon to justify and defend highly significant and controversial air pollution engineering and enforcement. In meetings with industrial representatives, the engineer represents the agency in an attempt to negotiate and settle controversial, and novel approaches to emission limitations prior to issuance of a permit limitation.

#### **PHYSICAL DEMANDS (Level 8-1, 5 pts)**

The work within the office is sedentary in nature, however, during field visits, there is considerable physical exertion (walking, bending, climbing). Travel in the performance of assigned duties is essential.

#### **WORK ENVIRONMENT (Level 9-1, 5 pts)**

Work is usually in an office setting, either at the regional office or while visiting the state agency.

**PARTICIPATION IN THE MEDICAL MONITORING PROGRAM IS NOT REQUIRED**

Total = 3790 points

**ADDENDUM TO ALL POSITION DESCRIPTIONS IN REGION 7**

POSITION NUMBER: 0064520 TRAVEL: # days per month 1-5

**MEDICAL MONITORING PROGRAM REQUIREMENTS**

- ☐ This position IS in the medical monitoring program.  
☒ This position IS NOT in the medical monitoring program.

*Regional Safety & Health Officer Concurrence:* \_\_\_\_\_

- ☐ Compliance with EPA Order 3500.1, Inspector Training Program is required.

**DRUG TESTING PROGRAM**

- ☐ This position IS in the drug testing program.  
☒ This position IS NOT in the drug testing program.

*Drug Testing Program Coordinator Concurrence:* \_\_\_\_\_

**BARGAINING UNIT DESIGNATION**

- ☒ Position is included in the ☒ NTEU (0029) ☐ AFGE (0011)  
☐ Position is eligible for inclusion in a BU but currently not covered (7777).  
☐ Position is excluded from the BU (8888).

**EXTRAMURAL RESOURCES MANAGEMENT DUTIES**

- ☒ This position has NO extramural resources management responsibilities.

☐ Total extramural resources management duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of the Extramural Resources Management Duties Checklist.

☐ Total Extramural Resources Management Duties occupy 25% to 50% of time. These duties are indicated in a PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

☐ Total Extramural Resources Management duties occupy more than 50% of time. These duties are indicated in the PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

**PROPERTY MANAGEMENT, PROPERTY ACCOUNTABILITY AND PROPERTY UTILIZATION OF EPA'S REAL AND PERSONAL PROPERTY**

☒ This position has NO property management, property accountability and property utilization of real and/or personal property responsibilities.

☐ This Position is a ☐ Property Management Officer (PMO); ☐ Property Accountability Officer (PAO); ☐ Property Utilization Officer (PUO) and/or ☐ Custodial Officer duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of a Property Management, Property Accountability and Property Utilization Checklist.

☐ More than 25% is described in the position description.



Supervisor Signature

1/13/11

Date

(Attached to Original Position Description Form dated 8/09) PD Addendum Form dated 3/10



DEPT CODE 5363

|   |  |  |                    |                                |               |
|---|--|--|--------------------|--------------------------------|---------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |  | 1. DUTY LOCATION<br>Kansas City, KS  |                    | 2. POSITION NUMBER<br>00034009 |               |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position<br>OPM PCS GS-819(TS-35) 5/79   |  |  |                    |                                |               |
| Official Allocation   | b. Title<br>Environmental Engineer   | c. Service<br>GS   | d. Series<br>819   | e. Grade<br>14                 | f. CLC<br>404 |
| 4. SUPERVISOR'S RECOMMENDATION  | Environmental Engineer   | GS   | 0819               | 14                             |               |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)<br>NATL Expert Coal-Fired Power Plants   |  | 6. NAME OF EMPLOYEE<br>Jon Knodel  |                    |                                |               |
| 7. ORGANIZATION (give complete organizational breakdown)  |  |  |                    |                                |               |
| a. U. S. ENVIRONMENTAL PROTECTION AGENCY  |  | c.   |                    |                                |               |
| b. Air & Waste Management Division R7   |  | f.   |                    |                                |               |
| c. Air Permitting and Compliance Branch   |  | g.   |                    |                                |               |
| d. Immediate OFFICE   |  | h. EPAYS Organization Code<br>90762002   |                    |                                |               |
| 8. SUPERVISORY/MANAGERIAL DESIGNATION   |  |  |                    |                                |               |
| <input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.  |  |  |                    |                                |               |
| <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.   |  |  |                    |                                |               |
| <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.  |  |  |                    |                                |               |
| <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies; not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. |  |  |                    |                                |               |
| <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.   |  |  |                    |                                |               |
| <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.   |  |  |                    |                                |               |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |  |  |                    |                                |               |
| a. Typed Name and Title of Immediate Supervisor<br>Mark Smith, Chief APCO   |  | d. Typed Name and Title of Second-Level Supervisor<br>Becky Weber, Director, AWMD                            |                    |                                |               |
| b. Signature<br>Blueler for   | c. Date<br>3/27/08   | e. Signature<br>Becky Weber  | f. Date<br>3/27/08 |                                |               |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION   |  |  |                    |                                |               |
| a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |  | b. Fair Labor Standards Act<br><input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt |                    | c. Functional Code<br>42       |               |
| d. Bargaining Unit Code<br>0029   | e. Check, if applicable<br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (0 % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ) | f. Signature<br>Dina Palmerin  |                    | g. Date<br>4/4/08              |               |
| i. REMARKS  |  |  |                    |                                |               |

## ENVIRONMENTAL ENGINEER, GS-0819-14

### Introduction:

One of most important goals of the Environmental Protection Agency is to ensure clean air to breathe. The benefits derived from improving public health through implementing the Clean Air Act (CAA) exceed \$400 billion per year and dwarf the benefits produced from all other Federal regulation combined (Source: Office of Management and Budget). The single largest source of air pollution in the United States comes from the coal-fired power plant industry. Less air pollution from power plants means fewer cases of asthma, respiratory illnesses, and other serious illness. The CAA provides several mechanisms to ensure air pollution emissions are reduced, especially from coal fired power plants. Regulations such as the Clean Air Interstate Rule, Clean Air Mercury Rule, Acid Rain Program, Regional Haze Program, and New Source Review and Prevention of Significant Deterioration Permit (PSD) Programs reduce air pollution emissions from the coal fired power plant sector. Due to EPA's efforts, coal-fired power plant air emissions have decreased over 50% since 1980, while at the same time coal-fired generating capacity has increased 85%. These reductions in air pollution emissions have saved lives, improved public health and welfare, improved visibility in pristine areas, and reduced the effects of acid deposition ("rain").

One critical role for EPA is to establish and enforce air pollution limits through PSD permits. EPA and approved state programs issue air pollution permits, which establish air pollution control requirements such as Best Available Control Technology (BACT). Air pollution limits, such as BACT, are constantly changing as technology and economic conditions change, which require tremendous technical expertise to understand and stay current with the latest control technologies and achievable control efficiencies. It is critical that any new air pollution source or modification to an existing source (e.g. a coal-fired power plant) go through a permit review to ensure air quality will not degrade. Enforcing permit conditions is an important tool to ensure that industry complies with the CAA.

This position is a national expert on coal-fired power plant permitting and enforcement. In this role, the incumbent is responsible for providing expert advice and consultation to EPA's Office of Air Quality Planning and Standards (OAQPS) and Air Enforcement Division (AED); EPA Regional Offices, and the Department of Justice (DOJ) in the execution and technical review of PSD permit and enforcement efforts at coal-fired power plants. This position provides expert analysis, consultation, and advice on national enforcement cases, such as American Electric Power's (AEP) coal-fired power plants air enforcement case, which recently resulted in the single largest environmental civil case ever settled by EPA and the DOJ. Through EPA air enforcement efforts AEP agreed to cut 813,000 tons of air pollutants annually from 16 plants around the country at an estimated cost of more than \$4.6 billion, pay a \$15 million penalty, and spend \$60 million on projects to mitigate the adverse effects of its past excess emissions. The record settlement will save \$32 billion in annual health costs for Americans.

The focus of this position includes permit reviews, best available air pollution control technology analysis, continuous emissions monitoring systems (CEMS) analysis, and overall impact of coal-fired power plants on attainment of National Ambient Air Quality Standards (NAAQS) and other hazardous air pollutants. This position is located in the Air Permitting and Compliance Branch (APCO), but is responsible for working closely with and providing expert advice to the Air Planning Development Branch (APDB), EPA Headquarters, DOJ, and consulting with states and industry. The incumbent uses knowledge and skills in related physical sciences to serve as professional and technical authority in development of coal-fired power plant air permitting and enforcement guidance, training, and implementation.

### **Major Duties:**

The incumbent serves as a national and regional technical authority in providing expert advice and assistance to EPA Headquarters and Regions, DOJ, state and local air programs, and industry on matters pertaining to air permitting and enforcement at coal-fired power plants.

Incumbent serves as a senior technical advisor and expert to the Director of the Air and Waste Management Division and the Chief of the Air Permitting and Compliance Branch on Clean Air Act requirements in enforcing permitting requirements with coal-fired power plants.

Serves as an expert witness in high level and controversial trials, depositions, or otherwise provides testimony or expert advice in matters related to coal-fired power plant enforcement.

Leads National coal-fired power plant enforcement workgroup. Develops strategies, methods, and technology to determine best available air pollution control technology at coal-fired power plants.

Serves as a national expert and advisor to EPA Headquarters, states, and industry on the continuous emissions monitoring systems (CEMS) related to the operation of coal-fired power plants. Presents papers at national conferences on the state of CEMS technology. CEMS are the primary method of verifying compliance with air emissions limits at coal-fired power plants. Verified and accurate data is critical to the success of other EPA programs, such as the air pollution modeling program, the Clean Air Interstate Rule, the NOx SIP Call, the Acid Rain Program, and the Regional Haze Program.

Informs and provides expert advice to EPA Regions, Headquarters, and DOJ on practical and feasible air pollution control technology methods to resolve coal-fired power plant enforcement cases.

Develops, coordinates, and supplies information to EPA Headquarters, Regions, and states on coal-fired power plants across the United States, especially information on new or expansion projects.

Develops, coordinates, and serves as a national information clearinghouse on PSD Permit policy and guidance.

Develops, coordinates, and serves as a national information clearinghouse for the Administrator on Title V Air Operating Permits policy, guidance, and petitions.

Serves as a national expert on air pollution issues common to the Midwest, such as ethanol and biofuels production. Serve as the singular Regional representative and expert to EPA Headquarters on rulemaking efforts affecting the biofuels industry such as the Ethanol PSD air permit rule.

Incumbent provides expert advice and consultation to the agency, state and local representatives and to industry on problems of a highly technical nature pertaining to new and novel areas for which there are no established guidelines, criteria or specifications relating to implementation of the Clean Air Act, specifically, the coal-fired power plant sector.

Incumbent evaluates technical data and information provided by industry, the public, and regional program staffs and reviews clean air act requirements to determine the impact of air pollution on ambient air as well as reviewing the economic and overall cost impact on the industry.

Incumbent reviews and evaluates alternative and sometimes conflicting engineering techniques of an advanced nature for their effectiveness and efficiency and suggests technical requirements necessary within the same industrial sector to support the advanced technology objectives and new air pollution requirements. Incumbent Identifies discrepancies or inadequacies in scientific and technical reports, resolves problems and recommends solutions concerning priority of operational needs, coordination, investigation and planning.

Incumbent maintains current knowledge of advanced technology as it directly relates to permit enforcement with coal-fired power plants. Provide technical consultation to the enforcement officials, general counsel, regional offices, and state officials, serving as an authoritative source of expertise in coal-fired power plant electric generation technology and control. Provide general technical consultation and guidance within and outside the agency. Provide technical assistance to the Department of Justice in developing responses to briefs filed in any Federal circuit courts of appeal. Evaluates issues raised by petitioner in each judicial review and develops the agency's technical responses to the briefs and counter-briefs.

Develop technical data and information on the types and amounts of potentially hazardous air pollutants present in air emissions and the methods and costs for treatment and/or control. Serve as technical consultant to permit writers in the regional and state offices that have the approved/delegated air permit issuing authority, providing technical



assistance and training with respect to installation of air pollution control and continuous emissions monitoring systems (CEMS) at coal-fired power plants.

Keep abreast of new methods and developments in coal-fired power plants and, as requested, advises appropriate officials of progress and difficulties encountered. Keep informed of activities and programs of professional and scientific societies related to air pollution monitoring and control, such as the Electric Power Resources Institute (EPRI).

Consult and coordinate with other engineers, economists, and lawyers in the agency and those of other agencies who also are considered experts. Contact representatives of public and private agencies and groups at the Federal, state, interstate, and local levels to exchange useful information on progress in the field and to assure compatibility with similar programs being conducted by other agencies.

Participate in interagency meetings or conferences as an authority in specialty area. Participates in meetings or conferences within the agency to plan cooperative activities and devise concerted approaches to problems.

Reviews, analyzes, and recommends modifications of plans and programs affecting coal-fired power plants to implement provisions of the CAA and, in particular, attain the National Ambient Air Quality Standards or other health-based standards.

Provides expert analysis and advice to EPA Headquarters and Regions on highly visible and controversial issues, such as greenhouse gas (GHG) emissions from coal-fired power plants contributing to global climate change.

**Factor 1, Knowledge Required by the Position**

**Level 1-8 1550 Points**

Mastery of advanced engineering principles, concepts, practices, methods, and techniques to apply new developments and theories to major problems in the area of air pollution control technologies and their economic implications for coal-fired power plants which are not susceptible to treatment by accepted methods. The incumbent is the recognized authority in coal-fired power plant permitting and enforcement. Provides expert advice and consulting services to industry and contractor representatives, who are generally experts and consultants themselves. Provides expert advice and recommendations on issues of national significance with coal-fired power plants.

Expert knowledge of federal, state, and local laws and regulations, documentation and reporting requirements, and lawmaking/rulemaking process sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important Agency/national policies and programs related to coal-fired power plant permitting and enforcement.

Knowledge and skill to serve as an expert witness in court cases on the state-of-the-art and economic feasibility of enforcing an air pollution control technology; and to advise

on the acceptability of a variety of advanced control technologies in meeting air pollution limitations.

Knowledge and skill to evaluate the impact of a range of pollutant emission limitations that may be imposed on coal-fired power plants, taking into account: (1) the limits of current control technology, (2) the cost associated with requiring different levels of emissions, and, (3) the limitations of individual companies or groups of companies in meeting a specific standard.

Familiarity with methods and procedures involved in the compilation of technical findings presented and in determining the acceptability of procedures of specific standards being challenged in court.

#### **Factor 2, Supervisory Controls**

**Level 2-5 650 Points**

The supervisor provides only administrative guidance in the form of general legislative, mission, policy directions, and resource constraints. Specific work and deadlines are occasionally dictated by judicial decision. The engineer has responsibility for planning, designing and carrying out programs, projects, studies, or other work independently. Technical decisions are considered as authoritative and are accepted without significant change. The engineer coordinates the work of engineering experts working for contractors with that of expert (in-house) engineers and interprets agency policy for those experts as the need arises. The engineer works with a high degree of independence in seeking optimum technical or policy solutions to problems in light of current scientific developments or trends in the coal-fired power plant sector. Completed work is reviewed only in terms of technical feasibility and effectiveness in meeting mission goals and adhering to program objectives.

#### **Factor 3, Guidelines**

**Level 3-5 650 Points**

Guidelines are basic legislation and/or broadly stated Agency regulations and policy statements. At this level, the engineer is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist and in developing new and improved hypotheses, approaches, or concepts not previously tested or reported in the literature of the field.

Within the Clean Air Act policy guidance, the engineer develops emission limitations and guidelines to be applied and enforced industry-wide. Virtually every limitation established is challenged -- either by industry on the basis of the limitation is too stringent or by environmental groups on the basis that the limitation allows too much pollution. The engineer adapts and interprets existing state-of-the-art guides within the scope of new as well as anticipated court decisions to counter arguments from each side of the issue.

#### **Factor 4, Complexity**

**Level 4-5 325 Points**

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies in the removal of pollutants from coal-fired power plant emissions. They typically involve distilling national goals and priorities into regional applications by interpreting and adapting Agency-level directives. The engineer must be versatile and innovative in adapting, modifying, or making compromises with standard guides and methods to originate new techniques or criteria.

Problems include economic constraints of industry, the state-of-the-art of control technologies, and integration of this pollution control into the broader concept of all air pollution sources. Highly complex and controversial issues will be resolved involving competing interests, such as the need to mitigate the impacts of new growth with the heavy demand for new energy sources from coal as a result of increased population and electricity use. However, public interest, fueled by environmental groups, demands that the ultimate goal of zero pollution is immediately attained. The engineer is therefore working in a complex area, with socio-economic implications, under close public scrutiny, and is responsible to the courts for decisions rendered.

**Factor 5, Scope and Effect**

**Level 5-5 325 Points**

The purpose of the work is to serve as a technical authority and provide the guidance and leadership necessary to resolve matters, which are complex, controversial, or which set general precedent, or involve delicate coordination or negotiation of major consequences. The engineer plans and conducts emission analysis that is national in scope with implications on the coal-fired power plant sector nationwide. These analyses are translated into precedent setting court decision or national rule changes measured in millions (and billions) of dollars immediately and millions more over the course of operations. The engineer serves as a national expert advisor and consultant to officials and managers within and outside the agency on issues related to coal-fired power plant emissions and enforcement. Efforts affect policy or other decisions, the work of other technical authorities, or major aspects of EPA programs.

**Factor 6, Personal Contacts**

**Level 6-3 60 Points**

Personal contacts include a wide range of professional and administrative personnel throughout EPA, consulting engineering firms, private industry, academia, media, elected officials, environmental advocacy groups, and with counterpart engineers and scientists in other Federal agencies, state or local governments. Participates in interagency meetings or conferences as a national authority in air pollution control of coal-fired power plants.

**Factor 7, Purpose of Contacts**

**Level 7-4 220 Points**

The purpose of the contacts is to present expert opinions and analyses on complex engineering and scientific policy questions to policymakers, and to participate in conferences, meetings, or presentations involving problems or issues that have regional or national sensitivity or consequence. Such active participation in high-level conferences, negotiations, and meetings involve subject matter on which there are invariably conflicting interests or opinions. The engineer must persuade or influence other subject-matter experts and/or policymakers to adopt recommended technical approaches and concepts amid substantial disagreement on the best course of action. As an expert witness in court, the engineer is called upon to justify and defend highly significant and controversial air pollution engineering and enforcement. In meetings with industrial representatives (e.g. coal-fired power plant company representatives), the engineer represents the agency in an attempt to negotiate and settle controversial, and novel approaches to emission limitations prior to issuance of a permit limitation.

**Factor 8, Physical Demands**

**Level 8-1 5 Points**

Work is primarily sedentary, even though the engineer does conduct on-site inspections of private or government-owned facilities that require some walking and bending.

**Factor 9, Work Environment**

**Level 9-1 5 points**

Work is performed primarily in an office setting, except for occasional on-site inspections of private or government owned facilities.

**TOTAL POINTS – 3790**

(GS-14 Range = 3605 – 4050)

OPM PCS for Environmental Engineering Series, GS-819, TS-35 5/79



**ADDENDUM TO ALL POSITION DESCRIPTIONS IN REGION 7**

POSITION NUMBER: \_\_\_\_\_ EMPLOYEE: \_\_\_\_\_

POSITION TITLE, SERIES, AND GRADE: *Environmental Engineer GS-0819-14*

**MEDICAL MONITORING PROGRAM REQUIREMENTS**

- ☐ This position IS in the medical monitoring program.
- ☒ This position IS NOT in the medical monitoring program.

Regional Safety & Health Officer Concurrence: \_\_\_\_\_

**DRUG TESTING PROGRAM**

- ☐ This position IS in the drug testing program.
- ☒ This position IS NOT in the drug testing program.

Drug Testing Program Coordinator Concurrence: \_\_\_\_\_

**FLSA EXEMPTION**

- ☐ This position is Non-Exempt from FLSA.
- ☒ This position is Exempt from FLSA.

**EXTRAMURAL RESOURCES MANAGEMENT DUTIES**

- ☒ This position has NO extramural resources management responsibilities.
- ☐ Total extramural resources management duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of the Extramural Resources Management Duties Checklist.
- ☐ Total Extramural Resources Management Duties occupy 25% to 50% of time. These duties are indicated in a PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.
- ☐ Total Extramural Resources Management duties occupy more than 50% of time. These duties are indicated in the PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

**PROPERTY MANAGEMENT, PROPERTY ACCOUNTABILITY AND PROPERTY UTILIZATION OF EPA'S REAL AND PERSONAL PROPERTY**

- ☒ This position has NO property management, property accountability and property utilization of real and/or personal property responsibilities.
- ☐ This Position is a [ ] Property Management Officer (PMO); [ ] Property Accountability Officer (PAO); [ ] Property Utilization Officer (PUO) and/or [ ] Custodial Officer duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of a Property Management, Property Accountability and Property Utilization Checklist.
- ☐ More than 25% is described in the position description.

**RISK DESIGNATION (Complete the attached Risk Designation Form)**

Risk Level: MA Computer-ADP: \_\_\_\_\_

Minimum Investigation: MBI

Adjustment for Uniqueness and Uniformity:

Regional Security Officer:

Jane Schurz

Supervisor Signature

William D. Q. Q.

3/26/08

Date

Jana Palmeren

4/4/08

Review

Classification Specialist

Date

(Attached to Original Position Description)

## POSITION DESIGNATION RECORD

AGENCY: EPA/Region 7PROGRAM: AWMD/APCOPOSITION TITLE, SERIES, & GRADE: Environmental Engineer GS-0819-14

POSITION DESCRIPTION #:

## RISK DESIGNATION SYSTEM

## I. PROGRAM DESIGNATION

IMPACT, Integrity &amp; Efficiency of Service.....

Substantial

(Major, Substantial, Moderate, Limited)

SCOPE of Operations, Integrity &amp; Efficiency of Service.....

Multi-Agency

(Worldwide, Governmentwide, Multiagency, Agency)

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited).....

Substantial

(refer to chart in Appendix B, page 4)

## II. POSITION RISK DESIGNATION POINTS

## RISK FACTORS &amp; POINTS:

DEGREE OF PUBLIC TRUST.....

5

FIDUCIARY RESPONSIBILITIES.....

4

IMPORTANCE TO PROGRAM.....

5

PROGRAM AUTHORITY LEVEL.....

4

SUPERVISION RECEIVED.....

4Supv: W. A. R. R.

TOTAL POINTS.....

22

## III. POSITION DESIGNATION (signature)

UNADJUSTED RISK LEVEL.....

MR

MINIMUM INVESTIGATION.....

MBINote "(c)" after the risk level if  
this is a Computer-ADP

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS:

FINAL DESIGNATION (Risk level/Sensitivity level/Access level).....

MR

MINIMUM INVESTIGATION.....

MBI

PRINTED NAME &amp; SIGNATURE OF AGENCY DESIGNATOR

Janet Schwarz

DATE

3-31-08

## FILLING OUT THE POSITION DESIGNATION RECORD

## Program Designation

- **Program Designation.** The agency identifies both the impact and scope of an agency or agency program as related to the integrity and efficiency of the service. This determines the "program designation."

*Use these steps and Table 1 on the next page to complete part I - "Program Placement"*

- 1) **Impact on the Integrity and Efficiency of the Service:** Identify the impact description in the **IMPACT** column of Table 1 that best describes the agency or agency program. If there is a question regarding the designation of an agency or agency program at one of two impact descriptions (such as whether it is *SUBSTANTIAL* or *MODERATE*), the decision should be based on the best interests of the agency mission.
- 2) **Scope of Operations in Terms of the Integrity and Efficiency of the Service:** Identify the scope of operations described in the four **SCOPE OF OPERATIONS** columns of Table 1.
- 3) **Determining Program Designation:** The box at the intersection of the **IMPACT** row and **SCOPE** column identifies the program designation.

## Examples:

- ① **SUBSTANTIAL IMPACT** and ② **MULTIAGENCY SCOPE** = ③ **SUBSTANTIAL** Program Designation.
- ① **LIMITED IMPACT** and ② **WORLDWIDE SCOPE** = ③ **MODERATE** Program Designation.